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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 6, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 2, 2003.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: a October 28th Sacramento Prop. 14 Bond meeting report; Branch Library Improvement Program bookmobile purchase; a Tool Lending Center update; a Millennium update; and exhibits and programs.

3. 04/05 LIBRARY BUDGET WORKSHOP — DISCUSSION

Presentation on and discussion of the Library's FY2004/05 Budget
Explanatory document: 04/05 Library Budget report

4. COMMISSION OFFICERS FOR 2004 — ACTION

Presentation of and discussion of and possible action to delay any nominations or election of Library Commission officers for 2004.

5. LIBRARY HISTORY PLAQUES — DISCUSSION

Presentation of and discussion a series of plaques chronicling the history of the San Francisco Public Library from its beginnings until the present and honoring those who made significant contributions to be located in the Larkin Street entrance of the Main Library.
Explanatory Document: revised Wall of Library Heroes memo

6. FRIENDS OF THE LIBRARY REPORT — DISCUSSION

(This item is to allow the Friends the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

11/3/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/. Michael Housh, Commission Secretary 1/21/03

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 22, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: FY 2004-05 BUDGET PLANNING

During the Commission's regular meeting on November 6th I will give an informational report on the Library's budget in preparation of planning for the Fiscal Year 2004-05 budget. My report will cover the Library's current budget, the Library's estimated baseline budget for next fiscal year, and Library revenue including the reserve balance in the Library Preservation Fund. To help you prepare for the report and the subsequent discussion, attached are a series of charts describing the Library's current year budget – both revenue and expenditures – and a copy of the slides I will use for the report.

This report marks the beginning of our budget planning for Fiscal Year 2004-05 and I look forward to working with you during what again may be a difficult budget year for the City. Please call me at (415) 557-4248 if you have any questions about the attached material.

Attachments

cc: Paul Underwood, Deputy City Librarian

10/16/2003

LIBRARY PRESERVATION FUND
Analysis of changes in Fund Balance

	Totals	Net Adjustments
Fund Balance (M01 2003)	**$ 3,532,376.69**	
Revenue Shortfalls	$ (1,253,777.00)	
Expenditure Savings	$ 644,543.00	
Closeout funds for reappropriation in 03-04.	$ 421,999.00	
Fund Balance (M14 2003)	**$ 3,345,141.69**	**$ (187,235.00)**
Carryforward/reappropriation of PY funds.	$ (421,999.05)	
Appropriation from Reserve for 03/04	$ (654,771.00)	
Fund Balance (M01 2004)	**$ 2,268,371.64**	**$ (1,076,770.05)**

Data per FAMIS (Screens 6400 & 6450)

Filename=ANALYSIS OF LPF BALANCES AVAILABLE FOR APPROPRIATION (Sheet2)

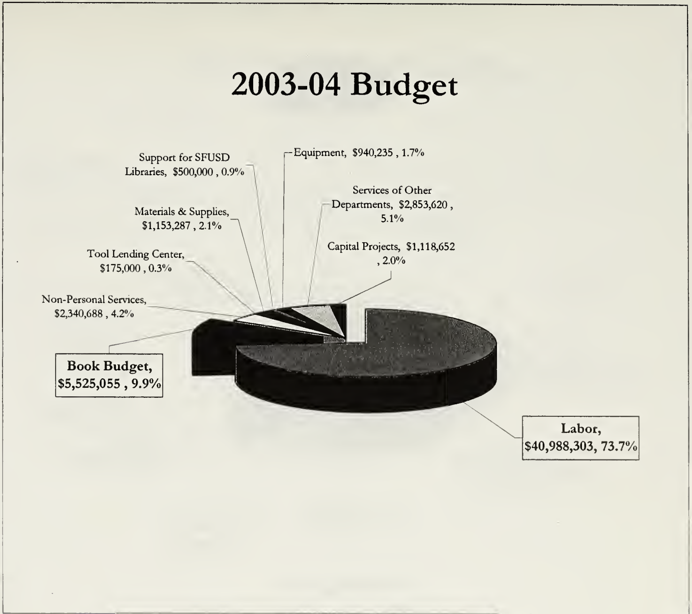
10/21/2003

CHART 1

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,265	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,702,014	$ 702,236	$ 2,901,526	$ 34,332,728
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,567	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,575
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 604,431	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ -	$ 2,853,620
095	Capital Projects (transfers)	$ -	$ -	$ 770,000	$ -	$ -	$ -	$ 348,652	$ -	$ -	$ 1,118,652
	TOTAL, OPERATING	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL BUDGET	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840

Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Capital Projects	$ 1,118,652
Total Budget	**$55,594,840**

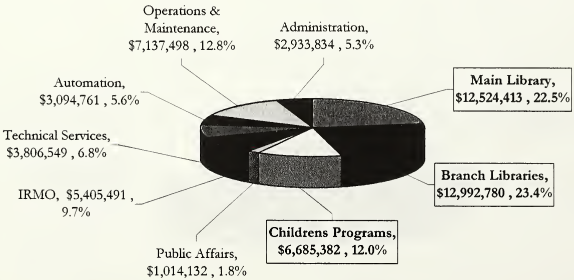


Main Library	$ 12,524,413
Branch Libraries	$ 12,992,780
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,014,132
IRMO	$ 5,405,491
Technical Services	$ 3,806,549
Automation	$ 3,094,761
Operations & Maintenance	$ 7,137,498
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for SFUSD Libraries.

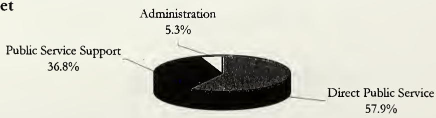
Direct Public Service	$ 32,202,575
Public Service Support	$ 20,458,431
Administration	$ 2,933,834
TOTAL BUDGET	**$ 55,594,840**

2003-04 Budget by Program



Children's Program includes $500,000 for acquisition of books and materials for SFUSD libraries.

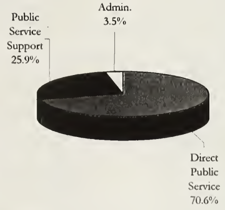
2003-04 Budget



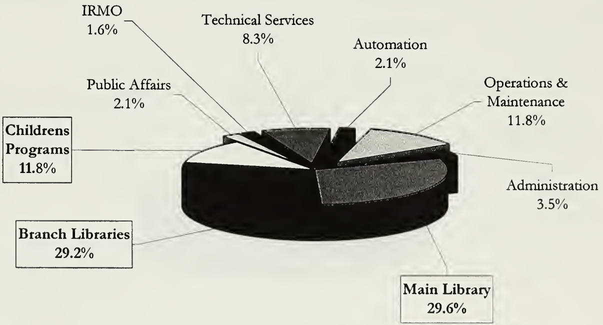
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

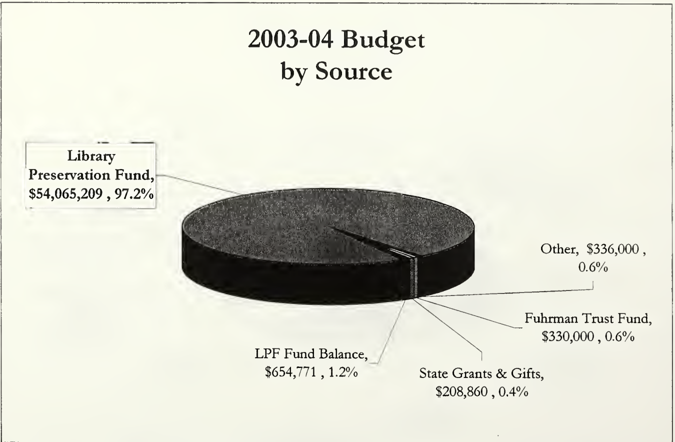
FTE By Program

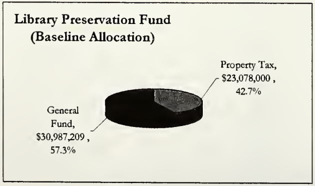


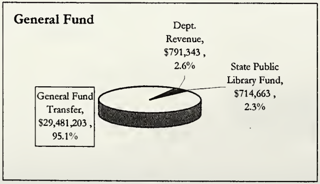
2003-04 FTE by Program

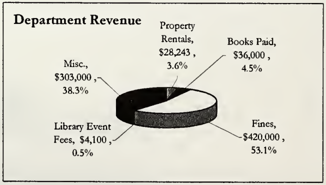


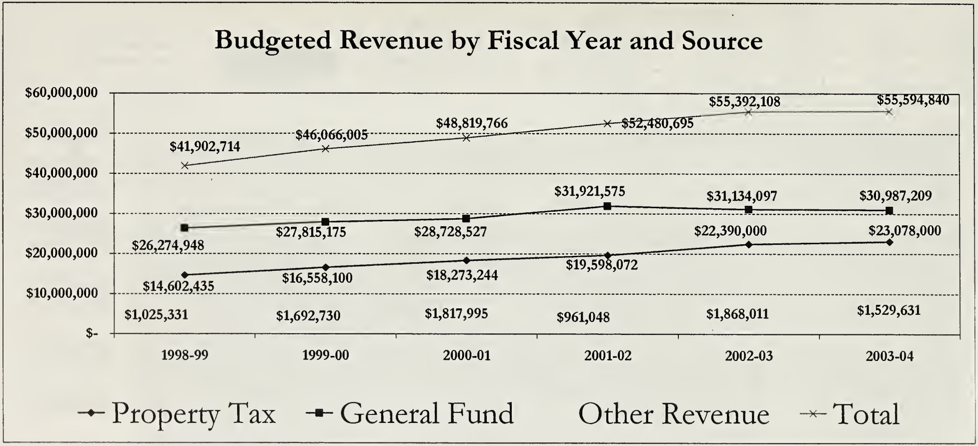
	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	$ 54,065,209
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	$ 30,987,209
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	$ 791,343


2003-04 Budget by Source


Library Preservation Fund (Baseline Allocation)


General Fund


Department Revenue

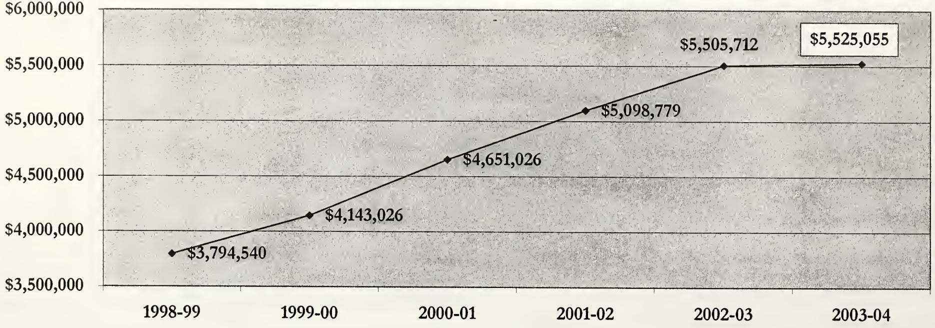


Budgeted Revenue by Fiscal Year and Source

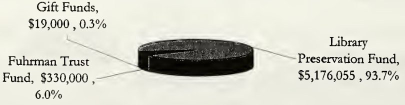
Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget



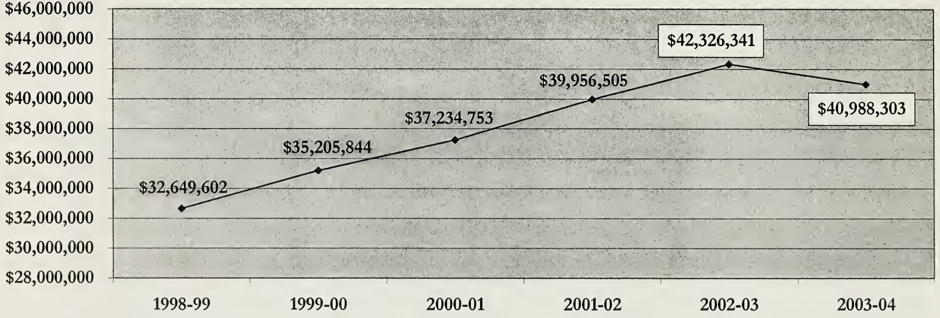
2003-04 BOOK BUDGET



Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%
CHANGE FROM 1998-99		$ 1,730,515		

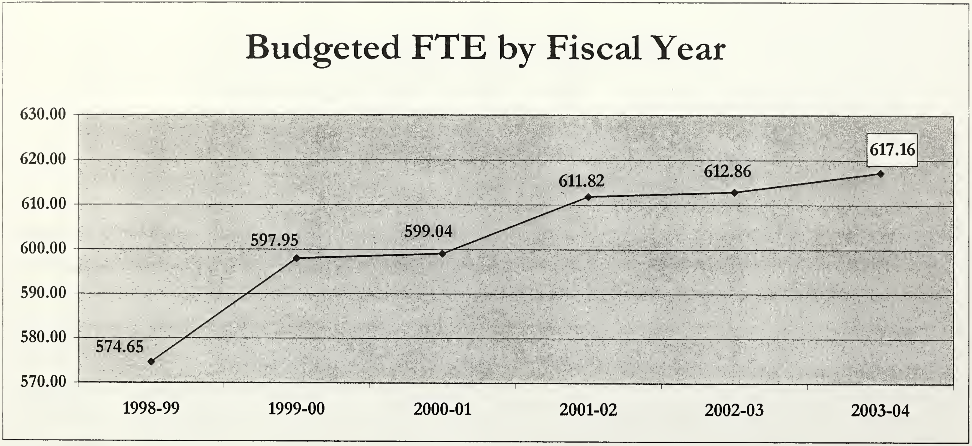
LABOR COSTS

Salaries & Fringe Benefits



Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

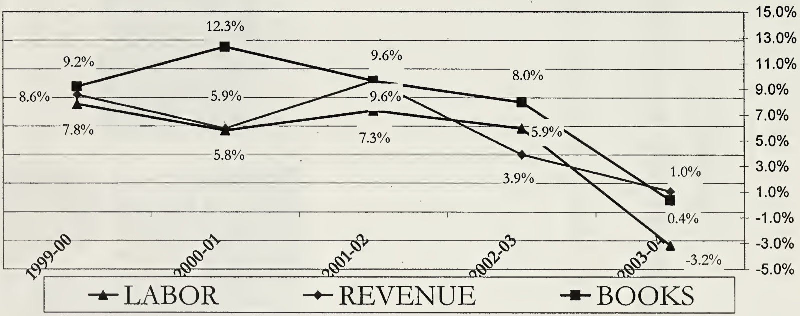
Note: Reduction in personnel costs in 2003-04 results from union agreements to pay the 7.5% retirement contribution payment that had been paid by the City.



Budgeted FTE by Fiscal Year

Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

2004-05
Budget Workshop

San Francisco Public Library

The new face
Government

Shift in policies, priorities, directio

Challenges

- State & local deficits
  - Increasing costs & declining revenues
  - $10 billion State deficit
  - $100 million City deficit
- Balanced Budget
  - Budget cuts
  - Service cuts and layoffs
  - Fee increases and new fees

Topics

1) REVENUE (sources & trends)

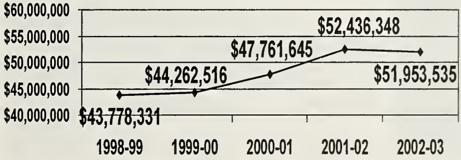
2) BUDGET (current & baseline)

3) NEXT STEPS

Revenue Sources

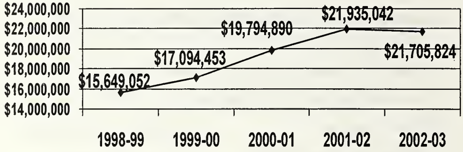
- Library Preservation Fund (Charter 16.109)
  - **Property Tax**
  - **General Fund Baseline**
- Fund Balance (LPF Reserve)
- Other Funds
  - **Fuhrman Trust Fund**
  - **State Grants**
  - **Private Gifts**

Library Preservation Fund (Actual)



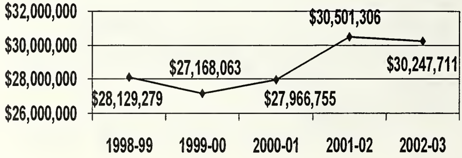
- **Increased on average by 6.3% or $2.9 million annually between 1998-99 and 2001-02.**
- **Decreased 0.9% or $483,000 in 2002-03.**

Property Tax Allocation (Actual)



- Increased on average by 11.9% or $2.1 million annually between 1998-99 and 2001-02.
- Decreased by 1% or $229,000 in 2002-03.

General Fund Baseline (Actual)

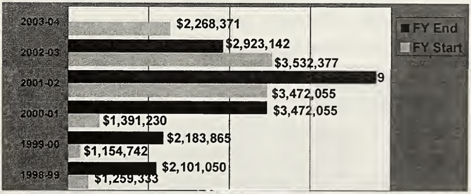


- Increased on average by 2.9% or $791,000 annually between 1998-99 and 2001-02 .
- Decreased by 0.9% or $254,000 in 2002-03.

LPF Reserve

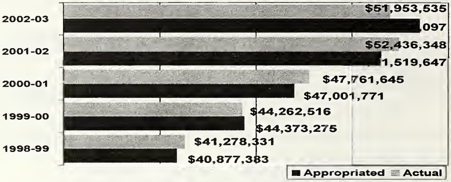
- Unappropriated balance available for appropriation (AAO or supplemental process).
- Sources
  - Property tax or GF required by Charter that exceed amounts budgeted or appropriated (annual).
  - Appropriation balances unexpended at year-end returned to the fund.
- Commission Policy – 2% to 5% reserve.
- BoS has appropriated funds for non-Library priorities. Potential for further allocations.

LPF Reserve Balance



- Change between FY start & end, reflect credits or debits when actual revenue exceeds or falls short of budgeted revenue; and debits from supplemental appropriations or credits from expenditure savings.
- Change between end of FY to start of next FY result from appropriations made from fund balance (AAO).

LPF Appropriations vs. Actual



- Actual revenue allocations exceeded budgeted revenue by $1.9 million between 1998-99 and 2001-02.
- Actual revenue allocations fell $1.5 million short of budgeted revenue in 2002-03.

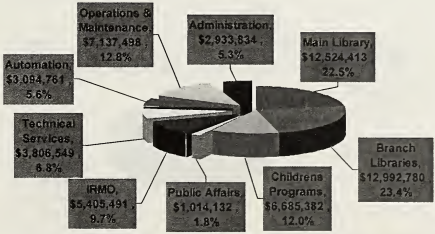
General Trends

- After years of steady growth, revenue declined.
  - **2002-03 actual fell short of budget.**
- Reserve balance declining as funds are used to make up revenue shortfalls.
- Continuing uncertainty and volatility
  - **Local economy not significantly rebounding.**
  - **Tax base not expanding – revenue weaknesses.**
  - **State budget woes may lead to further cuts in local assistance and more pressure on City to make up shortfalls.**

2003-04 Budget

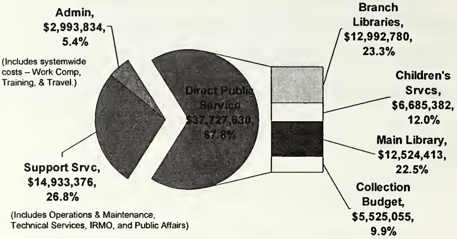
Total Operations Budget	$55,594,840
Transfer to SFUSD (BLIP)	1,287,000
Total Budget (AAO)	$56,881,840
FTE	617.16

Budget by Division

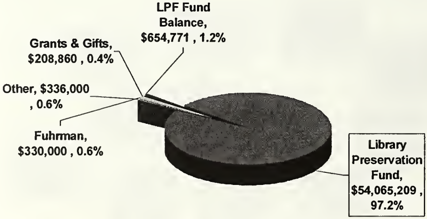


Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Budget by Program

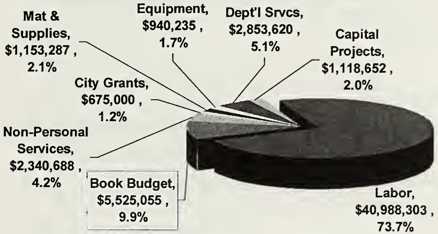


Budget by Source



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch).

Budget by Category



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Baseline Budget

Baseline Budget

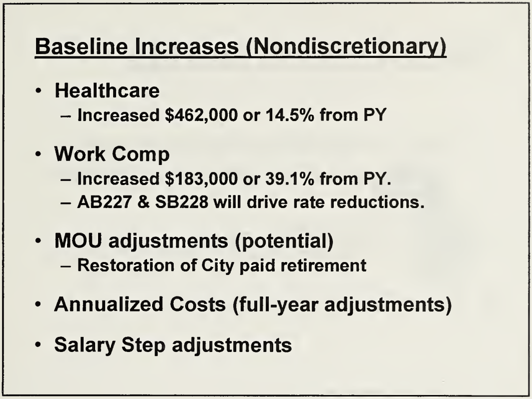
- Budget necessary to maintain staffing, programs, and services at their current levels.
- CY budget less one-time cost items plus non-discretionary cost increases (e.g., MOU adjustments, rate adjustments for health benefit plans and workers compensation; and annualized costs).

Baseline Budget

2003-04 Budget	$ 54,065,209	$ 654,771	$ 874,860	$ 55,594,840
Baseline Adjustments				
Equipment	$ (378,329)	$ (16,771)		$ (395,100)
Branch Telephone Projects	$ (270,000)			$ (270,000)
190 - 9th Street	$ (148,652)			$ (148,652)
SFUSD Libraries	$ (362,000)	$ (138,000)		$ (500,000)
Neighborhood Lib Fac.	$ -	$ (500,000)		$ (500,000)
2004-05 Baseline Budget	$ 52,906,228	$ -	$ 874,860	$ 53,781,088
Change	$ (1,158,981)	$ (654,771)	$ -	$ (1,813,752)

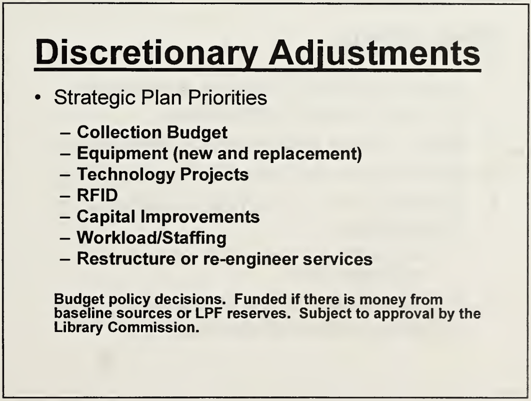
Nondiscretionary Increases (Unknown)

Non-discretionary increases include MOU adjustments, health plan and work comp adjustments, and annualized costs.



Baseline Increases (Nondiscretionary)

- **Healthcare**
  - **Increased $462,000 or 14.5% from PY**
- **Work Comp**
  - **Increased $183,000 or 39.1% from PY.**
  - **AB227 & SB228 will drive rate reductions.**
- **MOU adjustments (potential)**
  - **Restoration of City paid retirement**
- **Annualized Costs (full-year adjustments)**
- **Salary Step adjustments**



Discretionary Adjustments

- Strategic Plan Priorities
  - **Collection Budget**
  - **Equipment (new and replacement)**
  - **Technology Projects**
  - **RFID**
  - **Capital Improvements**
  - **Workload/Staffing**
  - **Restructure or re-engineer services**

Budget policy decisions. Funded if there is money from baseline sources or LPF reserves. Subject to approval by the Library Commission.

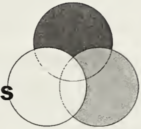
Capital Improvements

1. Branch Library Improvement Program
   - Bond sale and appropriation?
2. Main Library POE projects
3. Other Capital Improvements

Next Steps

1. Controller issues revenue forecast and technical budget instructions.
2. Mayor issues budget policy instructions.
3. Determine cost of baseline adjustments.
4. Develop and discuss policy options with Commission.
   a) Dependent on baseline cost increases and available revenue.
5. Regular reports to the Commission until budget is submitted/passed.

- **Public Comment**
- **Questions & Comments**



DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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16/03
raft

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, November 6, 2003
The San Francisco Public Library Commission held its regular meeting on Thursday, November 6, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:05 pm.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:15PM. President Higueras and Commissioner Streets were reported as excused attendance.

APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

Public comment on APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

An anonymous member of the public suggested that the full name of Mr. Loranger's organization be provided rather than its abbreviation and suggested that the minutes obliterated history by not reporting details of comments. This person also noted that comments regarding the draft Strategic Plan by the Deputy City Librarian and regarding the BALIS Report were not included. Mr. Ed Regan found his comments had been accurately reported. Mr. Peter Warfield commented that the reported discussion of the Strategic Plan was insufficiently detailed to highlight changes called for by the City Librarian and the Commission President. Mr. Warfield also commented that some of his remarks and the City Librarian's response to them were not reported.

Commission discussion of APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

Vice President Steiman asked that the full name of the San Francisco Neighborhood Antenna-Free Union (SNAFU) be spelled out rather than just be identified by its abbreviation in the minutes.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the October 2, 2003 Minutes.

ACTION: 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth began her report with an extensive report and analysis of the decisions made, including the lack of success of the Library's Prop 14. Application for the Richmond Branch, at the October 28th Sacramento Prop. 14 Bond meeting. The City Librarian additionally presented: information concerning a Branch Library Improvement Program bookmobile purchase; a report on Tool Lending Center developments; a Millennium transition update; and an update on Library exhibits and programs. Ms Hildreth also called attention to a "Closing Party" planned for the

Excelsior Branch Library on November 23rd. (copy attached)

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented on the Library's lack of success with Prop. 14 applications and noted that the competition for these funds would likely become even more intense in the 3rd cycle. This person suggested that the Library's chances for success were iffy if not farfetched and that fiscally responsible plans should be undertaken to be prepared. Mr. Ed Regan found the presentation informative, but expressed reservations with the proposed use of book mobiles to provide interim services, suggesting that a larger vehicle such as a mobile home or temporary building would serve better.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, the City Librarian reported that that negative comments offered by critics of the Richmond Prop. 14 Application had limited impact on the Bond Board's decision making process. Commissioner Coulter expressed dismay that individuals who were not Richmond residents would attempt to damage the chances for funding. Commissioner Chin expressed no such surprise noting that these critics were purely negative and that contrary to their words of concern about books and the Library their actions were simply mean and nasty. The City Librarian reported that Supervisor McGoldrick had informed her that at the next Board meeting he would be taking a bus full of Richmond District neighbors to Sacrament to demonstrate neighborhood residents' strong support of the Library's application for State Library Bond Act funding.

AGENDA ITEM #3 04/05 LIBRARY BUDGET WORKSHOP

Library Finance Director George Nichols presented a detailed overview of the current fiscal landscape and economic outlook as well as the advent of a new regime in Sacramento in order to set the stage for his discussion of the outlook for the Library's 2004/05 Budget (copy attached).

Public comment on AGENDA ITEM #3

An anonymous member of the public commented that the report simply noted that in good years prudence should be exercised so that in bad years when less could be expected services could continue. This person then discussed the Board of Supervisors action to allocate Library funds and the way in which the various Library fund sources were used, noting that the cost of the purchase of the school property was not included when adding up the Library funds that the Board of Supervisors had allocated for the schools. Mr. Ed Regan lauded the report and requested a detailed breakdown of the Library's book collections, particularly its non-fiction collections, and expressed a hope that funds would be available for expanded hours of service. Mr. Peter Warfield urged that the Commissioners consider the priorities mandated by Prop E, (Library Preservation Fund) for more books and hours, suggesting that for a wealthy library, among the nation's best funded, a larger share of funds should be allocated to books and additional hours of service.

Commission discussion of AGENDA ITEM #3 04/05 LIBRARY BUDGET

Vice President Steiman pointed out that the Library was meeting the goal of increased public service hours mandated by Prop. E (Library Preservation Fund) and that the Commission would be prudent when considering what other needs could be funded if additional funds were available.

AGENDA #4 COMMISSION OFFICERS FOR 2004

The Commission Secretary recommended that in view of the certainty of the election of a new Mayor that the Commission act to postpone nominating and electing officers for 2004 until the new administration had had an opportunity to make its wishes known regarding the Commission's membership.

Public comment on AGENDA #4 COMMISSION OFFICERS FOR 2004

An anonymous member of the public noted that there was uncertainty with change of administrations but that historically some Commissioners were usually retained along with new appointments so as to maintain continuity.

Commission discussion of AGENDA #4 COMMISSION OFFICERS FOR 2004

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin to postpone nomination and election of Library Commissioner for 2004

ACTION: 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

Vice President Steiman announced that she was continuing discussion of Agenda Item #5 Library History Plaques to a later meeting.

AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Martín Gómez reported that the Friends had gone to Sacramento to support the Library's Prop 14 (State Library Bond Act) Application for the Richmond Branch and expressed disappointment at the mean spirited opposition to this worthy project voiced by the Library's critics. Mr. Gómez announced that the Planned Giving Program was underway and then invited the Commissioners to attend a reception honoring author Amy Tan. Mr. Gómez next discussed a $50,000 gift for the Excelsior Branch Capital Campaign that the Friends had received from the Silver Giving Fund. The Executive Director of the Friends reported the happy news that Deborah Doyle, Chair of the Friends Board, had been recognized with the prestigious California Library Association President's Award and would receive it on November 15th at the upcoming CLA meeting in Ontario. Additionally, he noted that Friends Board member Ellen Huppert was being recognized for her contributions during National Philanthropy Day activities and then concluded his report with a reminder of Project Read's 20th Anniversary

Commission discussion of AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Commissioner Chin lauded Ms. Huppert's contributions, noting that she was also a school volunteer. In response to questions by Vice President Steiman, Mr. Gómez briefly discussed the Grants to Branches for the coming year.

AGENDA #7 LABOR UNION REPORT

Librarian's Guild member Ruth Maginnis called the Commissioners' attention to issues of concern to Guild members relating to Workers Compensation Claims and about increased numbers of hand injuries thought to be related to the new ILS system. Concerning branch library renovations, Ms. Maginnis urged that all seismic risk level 4 facilities be given highest priority for repair without waiting for additional grant money to do so. Ms. Maginnis then presented a lengthy critique of the proposed Wall of Library Heroes reporting Librarian's Guild opposition to the proposal and suggesting that the Friends of the Library's contributions were being favored while those of library staff and members of the public were being overlooked. Ms. Maginnis concluded the Labor Union Report commenting that this was an expensive project in times where there was a shortage of funds and that short staffing was already a problem.

Commission discussion of AGENDA #7 LABOR UNION REPORT

In answer to a question by Vice President Steiman, Ms. Maginnis replied that while there had not been a vote by the Librarian Guilds to oppose the Wall of Heroes, there was total lack of support for it by those attending Guild meetings. There followed a discussion of various issues related to the proposed Wall of Heroes with Commissioner Coulter emphasizing that the goal was to recognize citizen volunteer support for the creation of and maintenance of the Library throughout its history.

Commissioner Coulter left the meeting at 5:45pm.

AGENDA #8 NEW BUSINESS

Commissioner Bautista requested a report to the Commission on the Library's bookmobile services.

Public comment on AGENDA #8 NEW BUSINESS

An anonymous member of the public suggested that the report to the Commission on bookmobile service should be comprehensive.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public noted no report was made concerning the "Reversing Vandalism" project or on the Richmond Neighborhood meeting concerning the proposed renaming of the Richmond Branch Library to honor the late Senator Milton Marks. Additionally, this individual expressed their opposition to Supervisor Chris Daley's action in reallocating Library funds to the school district. Mr. Eugene Lee, a library user, applauded the catalog upgrade but called for the Library to provide more help for those learning how to navigate the new system. Mr. Lee noted however that, even with the bugs yet to be resolved, the new system was much faster and better than before.

Commissioner Chin left the meeting at 6.05pm.
The meeting ended with the abrupt loss of the quorum at 6:05pm

Michael Housh, Commission Secretary 11/20/03

Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of November 6, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of November 6, 2003

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2003

Item 1:
Approval of the Minutes: October 2, 2003

"Doug Loranger comes from a group called SNAFU, meaning San Francisco Neighborhood Antenna-Free Union. He would want that explained so that it is not misapprehended.

Our theme this afternoon is the obliteration of history. With respect to the Strategic Plan, the anonymous pointed out changes that were claimed to be highlighted and weren't. What is not reported is that the assistant city librarian point out that highlighted changes were from August 21 draft, rather than the July 29 as announced, and apologized for any inconvenience.

With respect to the end of the meeting, right before the BALIS update, the chair announced that the meeting would end at 6:00 p.m. In the interest of priority and a misapplied sense of cooperation, this anonymous citizen withheld his comments, only to find out that you were not adjourning at 6:00 p.m. after all, and there was time for further public comment."

Minutes of the regular Commission Meeting of November 6, 2003

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2003

Item 2:
City Librarian's Report

"I attended the meeting of the bond board in Sacramento. Ms. Hildreth handled herself with considerable dignity, although I would have preferred that she sprinkle her comments with le mot de Coulter.

Despite what many people thought, competition for money is getting more extreme, rather than less. An enormous number of people in the state thought that the first round would filter away some of the prime projects and there would increased possibilities for funding.

The competition is become more fierce and more focused. We need to understand that the chances of getting one of our projects funded is iffy and getting more than one is impossible or at least farfetched. This leads us to think seriously about the planning that assumed more than one would be funded.

I have been an advocate for fiscal responsibility, but I consider that positive. The commission would do well to consider that as well."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 3:
04/05 Library Budget Workshop

"Mr. Nicols, in his summary at the end, does make the crucial point. When we come to good years we don't expect any more than what we are guaranteed under our funding formula. But in lean years, do we expect any less?

Mr. Nicols states on one of his slides that the board of supervisors has appropriated funds for non-library priorities – potential for further allocations. This raises the issue of whether we should spend the reserve fund because someone else might.

Mr. Nicols points that the Library Preservation Fund was passed with a fifteen-year sunset. He does not remind you is that sunset is only five years after the budget under discussion.

One thing we look at is comparing fund allocations with fund sources. The term Library Preservation Fund is a term of art. When this money becomes fungible, how do we know that we are spending the book money on the books?"

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 4:
Commission Officers for 2004

"We don't know who the new mayor will be, or what his interests might be. However, if we take history as guide, previous mayors have usually kept a few commissioners from the old commission and replaced some commissioners with his own supporters.

This usually in response to an argument that is made by the sitting commissioners that there is some value in continuity. In fact, that has been a persuasive argument. There is some value in continuity, probably less with the current commission, but as an abstract matter, is a value in continuity.

With that in mind, it might be both bold and wise to appoint officers to signal to the new mayor that you are prepared to continue and to give the value to continuity."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 8:
New Business

"That bookmobile stop is 21st and Harrison. I didn't hear the mention of 21st street.

I want to endorse the idea of a report on the effectiveness of the bookmobiles. I assume it is not just a report on that location that we are seeking, or that children wait in line for it. I think that may be good news. When we have this report on the bookmobile, I hope it will be a comprehensive report on all of the issues that might be related to it, including scheduling, cost effectiveness, and that sort of thing. If it is effective that should be explored, and if it is not, we should know that too."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 9:
Public Comment

"This was an instructive meeting, as if everyone is now understanding my positions for the first time. I have advocated what I consider to be important for this library, for our society and for children.

I attended a recent meeting of the board of supervisors and attempted to speak on the diversion of the Library Preservation Fund. I was told by Supervisor Daly that the reason was to benefit children. I don't think that is really the reason or that it is appropriate for Mr. Daly to claim that he is the defender of children and the rest of us are not.

If I were you, I would be extremely concerned that a member of the board of supervisors takes library money and then claims he is the defender of children. I think I am the defender of children because I think they ought to have books in the future ."

City Librarian's Report – 11/6/03

October 28th Proposition 14 Bond Board meeting – A dedicated contingent from San Francisco traveled to Sacramento for this important meeting. 66 projects totaling $547 million in requests were submitted. 16 projects totaling $91 million were funded. Projects ranked as follows: outstanding – 13, very good – 38 (Richmond was in this category), acceptable – 15, limitations – 1. All outstanding were funded as well as 3 very good projects. Over 100 people gave testimony on projects; two members of the public testified against the Richmond project, the only project that received any negative testimony. We received useful information in the project evaluation on how to make the Richmond application more competitive; and we also had a useful phone consultation from the rating panel on the morning of 11/6. We plan to resubmit the Richmond project for Cycle 3 funding, the final cycle, as well as 4 other new projects.

Branch Library Improvement Program bookmobile purchase – After great effort on the part of the Library Finance staff, the City has issued a check for the Sunnyvale Public Library bookmobile that will be used for temporary services in the Excelsior neighborhood during the branch closure as well as other neighborhoods in the future. The bookmobile is in excellent condition and we hope to have it ready for the Excelsior Branch closing party on November 23rd. The Library is also purchasing a new bookmobile which will be manufactured according to our specifications and be ready in Spring 2004.

Tool Lending Center update – The grant agreement with Clean City Coalition has been signed. We hope to reopen the popular service before Thanksgiving. We have an effective agreement with good management controls. The Library staff will actively assist the CCC staff with the Tool Center program.

Millenium update – The migration to Millennium was successfully completed at the end of August. The new online system is very popular with the public and reference staff. The circulation system is web-based and entails use of a mouse. The previous system was text-based; and the introduction of the mouse and lots of clicking is a challenge for circulation staff. In order to address outstanding issues since the migration, a Post-Migration Team has been formed. Chaired by John Kenny, Assistant Chief of Main Library, the team will be organized into subgroups focusing on public catalog review, holds/reserves, circulation and training. A weekly progress update is posted on the staff intranet.

Exhibits and Programs – Report is attached.

NOVEMBER 2003 -- FEATURED PROGRAMS AND EXHIBITIONS AT THE SAN FRANCISCO MAIN LIBRARY

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THROUGHOUT NOVEMBER

The Library Remembers… November 1978 -
Twenty-five years ago, November 1978 was marked by great tragedy that had roots in the Bay Area and was felt around the world. The deaths of over 900 members of the People's Temple in Jonestown, Guyana and the assassinations of Mayor George Moscone and Supervisor Harvey Milk left an indelible scar marking the end of the turbulent 1970s. Through photographs, films, memorabilia and personal accounts, the Library presents a series of exhibitions and programs:

CLOSER THAN EVER: 25 Years with San Francisco Gay Men's Chorus

Exhibition: From October 11, 2003 through January 8, 2004,
Main Library, Fourth Floor, Steve Silver Beach Blanket Babylon Music Room

Harvey Milk, 1930-1978 – An exhibition of rare, never before seen photographs, memorabilia and correspondence from the Harvey Milk Archives of the James C. Hormel Gay and Lesbian Center that explores the personal life of Harvey Milk, from his childhood to his election to the San Francisco Board of Supervisors and his death in November 1978.
Exhibition: From October 25, 2003 through January 7, 2004,
Main Library, Third Floor, James C. Hormel Gay and Lesbian Center

November 1978: Moscone, Milk & Jonestown - Rare memorabilia, photos and artifacts documenting the murders of Mayor George Moscone and Supervisor Harvey Milk in their offices in City Hall and the tragedy of Jonestown. Items drawn from the collections of the California Historical Society and the San Francisco History Center.
Exhibition: From November 8 through January 8, 2004,
Main Library, Sixth Floor, San Francisco History Center Display Cases

Jonestown 25 Years Later: Its Impact on San Francisco – Panel and "After Jonestown" documentary clips. Co-sponsors: African American Cultural & Historical Society and the Library's African American and San Francisco History Centers.
Program: Wednesday, November 19, 2003
Main Library, Lower Level, Koret Auditorium, 6:00 p.m.

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OPENING 1 November, SATURDAY

BookWorks 2003: Pacific Center for the Book Arts Members' Exhibition –

Never before has there been such a widespread interest in all the fields that today constitute the book arts. On display will be many forms of the book from traditional to experimental works including letterpress printing, relief printing, xerography, laser printing, papermaking, calligraphy, typography, book design and illustration.

Exhibition: November 1, 2003 through January 4, 2004, Main Library, Sixth Floor, Skylight Gallery

Reception: Saturday, November 15, 2003, 2:00 – 4:00 p.m., Main Library, Sixth Floor, Skylight Gallery

Related Program: Artist Talk - Saturday, November 22, 2003, 2:00 p.m. and Sunday, December 7, 2003, 2:00 p.m., Main Library, Sixth Floor, Skylight Gallery

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5 November, WEDNESDAY

"Celebrate Cricket: 30 Years of Stories and Art"–

A special event and conversation with the magazine's founder and editor-in-chief, Marianne Carus, Walter Mayes, author and performer and Valerie Lewis, co-owner of Hicklebee's children's bookstore in San Jose.

Program: Main Library, Lower Level, Koret Auditorium, 6:30 p.m.
Reception: Preceding the conversation, 5:45 p.m., Main Library, Lower Level, Latino/Hispanic Community Meeting Room
Book Signing: Following the program, 7:30 p.m.

Related Exhibition: Through November 8, 2003, Main Library, Second Floor, Fisher Children's Center, 100 Larkin Street (at Grove)

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8 November, SATURDAY

*Celebration of Poetry on the Occasion of Carl Rakosi's One-Hundredth Birthday–

Featuring Jane Augustine, Bill Berkson, Tom Devaney, George Evans, John Felstiner, Lawrence Fixel, Barbara Guest, Thom Gunn, Burton Hatlen, Lyn Hejinian, Michael Heller, Anselm Hollo, Paul Hoover, August Kleinzahler, Jack Marshall, Geoffrey O'Brien and Daisy Zamora, with long distance contributions from Paul Auster, Robert Creelyey, Andrew Crozier, Nicholas Johnson, Anthony Rudolf and Gael Turnbull, for a poetry tribute to Carl Rakosi.

Program: Main Library, Lower Level, Koret Auditorium, 1:00 - 4:00 p.m. Reception: Main Library, Lower Level, Latino/Hispanic Community Meeting Room, 4:00 - 5:00 p.m.

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OPENING 8 NOVEMBER, SATURDAY

World Ex Libris: Contemporary Bookplates –

The bookplate or ex libris, a label placed on the inside of the front cover of a book, is a mark of pride in ownership. Since the fifteenth century, distinguished artists and their patrons have given serious attention to the art form. The contemporary bookplates presented in this juried exhibition have been designed and executed by 357 artists representing 37 countries. Techniques used to create these small artworks encompass a wide range from multi-color woodcuts to copperplate engravings to computer assisted design. This exhibition was organized by The American Society of Bookplate Collectors.

Exhibition: From November 8, 2003 through January 18, 2004,
Library, Lower Level, Jewett Gallery

Related Program: Annual Holiday Lecture, A Not Quite Lost Art: Contemporary International Ex Libris. Slide lecture on bookplates by James Keenan. Thursday, December 11, 2003, 6:30 p.m. Main Library, Lower Level, Koret Auditorium

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23 NOVEMBER, SUNDAY

Excelsior Branch Closing Party, 1:00 – 3:00 p.m.

The Excelsior Branch at 4400 Mission Street will close on November 26 for renovations. A community celebration of the renovation will be held on Sunday, November 23 and will feature a hard-hat theme. Join Mayor Willie Brown, Supervisor Gerardo Sandoval and the community at this festive event.

2004-05
Budget Workshop

San Francisco Public Library

The new face

Shift in policies, priorities, directio

Challenges

- State & local deficits
  - Increasing costs & declining revenues
  - $10 billion State deficit
  - $100 million City deficit
- Balanced Budget
  - Budget cuts
  - Service cuts and layoffs
  - Fee increases and new fees

Topics

1) REVENUE (sources & trends)

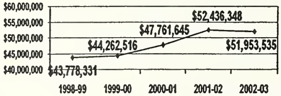
2) BUDGET (current & baseline)

3) NEXT STEPS

Revenue Sources

- Library Preservation Fund (Charter 16.109)
  - **Property Tax**
  - **General Fund Baseline**
- Fund Balance (LPF Reserve)
- Other Funds
  - **Fuhrman Trust Fund**
  - **State Grants**
  - **Private Gifts**

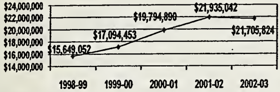
Library Preservation Fund (Actual)



- **Increased on average by 6.3% or $2.9 million annually between 1998-99 and 2001-02.**
- **Decreased 0.9% or $483,000 in 2002-03.**

Property Tax Allocation (Actual)

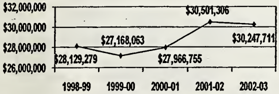
Library Preservation Fund



- Increased on average by 11.9% or $2.1 million annually between 1998-99 and 2001-02.
- Decreased by 1% or $229,000 in 2002-03.

General Fund Baseline (Actual)

Library Preservation Fund

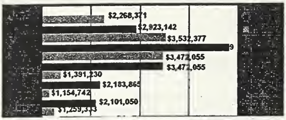


- Increased on average by 2.9% or $791,000 annually between 1998-99 and 2001-02 .
- Decreased by 0.9% or $254,000 in 2002-03.

LPF Reserve

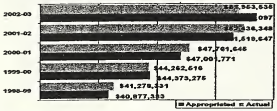
- Unappropriated balance available for appropriation (AAO or supplemental process).
- Sources
  - Property tax or GF required by Charter that exceed amounts budgeted or appropriated (annual).
  - Appropriation balances unexpended at year-end returned to the fund.
- Commission Policy – 2% to 5% reserve.
- BoS has appropriated funds for non-Library priorities. Potential for further allocations.

LPF Reserve Balance



- Change between FY start & end, reflect credits or debits when actual revenue exceeds or falls short of budgeted revenue; and debits from supplemental appropriations or credits from expenditure savings.
- Change between end of FY to start of next FY result from appropriations made from fund balance (AAO).

LPF Appropriations vs. Actual



- Actual revenue allocations exceeded budgeted revenue by $1.9 million between 1998-99 and 2001-02.
- Actual revenue allocations fell $1.5 million short of budgeted revenue in 2002-03.

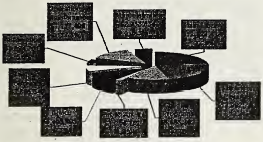
General Trends

- After years of steady growth, revenue declined.
  - 2002-03 actual fell short of budget.
- Reserve balance declining as funds are used to make up revenue shortfalls.
- Continuing uncertainty and volatility
  - Local economy not significantly rebounding.
  - Tax base not expanding – revenue weaknesses.
  - State budget woes may lead to further cuts in local assistance and more pressure on City to make up shortfalls.

2003-04 Budget

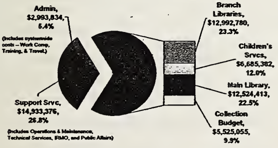
Total Operations Budget	**$55,594,840**
Transfer to SFUSD (Portola)	1,287,000
Total Budget (AAO)	$56,881,840
FTE	617.16

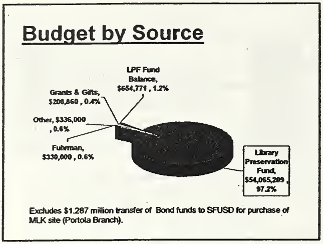
Budget by Division



- Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

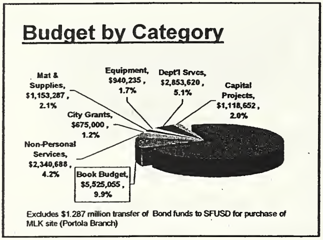
Budget by Program





Budget by Source

Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch).



Budget by Category

Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Baseline Budget

Baseline Budget

- Budget necessary to maintain staffing, programs, and services at their current levels.
- CY budget less one-time cost items plus non-discretionary cost increases (e.g., MOU adjustments, rate adjustments for health benefit plans and workers compensation; and annualized costs).

Baseline Budget

	LPF	LPF Reserve	Other	Total
2003-04 Budget	$ 54,065,209	$ 654,771	$ 874,860	$ 55,594,840
Baseline Adjustments				
Equipment	$ (378,329)	$ (16,771)		$ (395,100)
Branch Telephone Projects	$ (270,000)			$ (270,000)
190 - 9th Street	$ (148,652)			$ (148,652)
SFUSD Libraries	$ (362,000)	$ (138,000)		$ (500,000)
Neighborhood Lib Fac.	$ -	$ (500,000)		$ (500,000)
2004-05 Baseline Budget	$ 52,906,228	$ -	$ 874,860	$ 53,781,088
Change	$ (1,158,981)	$ (654,771)	$ -	$ (1,813,752)

Nondiscretionary Increases (Unknown)

Non-discretionary increases include MOU adjustments, health plan and work comp adjustments, and annualized costs.

Baseline Increases (Nondiscretionary)

- **Healthcare**
  - **Increased $462,000 or 14.5% from PY**
- **Work Comp**
  - **Increased $183,000 or 39.1% from PY.**
  - **AB227 & SB228 will drive rate reductions.**
- **MOU adjustments (potential)**
  - **Restoration of City paid retirement**
- **Annualized Costs (full-year adjustments)**
- **Salary Step adjustments**

Discretionary Adjustments

- Strategic Plan Priorities
  - **Collection Budget**
  - **Equipment (new and replacement)**
  - **Technology Projects**
  - **Possible implementation of RFID**
  - **Capital Improvements**
  - **Workload/Staffing**
  - **Restructure or re-engineer services**

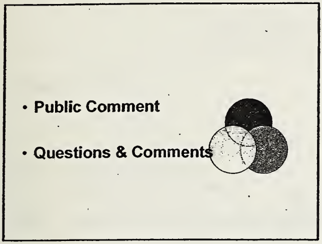
Budget policy decisions. Funded if there is money from baseline sources or LPF reserves. Subject to approval by the Library Commission.

Capital Improvements

1. Branch Library Improvement Program
   - Bond sale and appropriation?
2. Main Library POE projects
3. Other Capital Improvements

Next Steps

1. Controller issues revenue forecast and technical budget instructions.
2. Mayor issues budget policy instructions.
3. Determine cost of baseline adjustments.
4. Develop and discuss policy options with Commission.
   a) Dependent on baseline cost increases and available revenue.
5. Regular reports to the Commission until budget is submitted/passed.



- **Public Comment**
- **Questions & Comments**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 22, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: **FY 2004-05 BUDGET PLANNING**

During the Commission's regular meeting on November 6th I will give an informational report on the Library's budget in preparation of planning for the Fiscal Year 2004-05 budget. My report will cover the Library's current budget, the Library's estimated baseline budget for next fiscal year, and Library revenue including the reserve balance in the Library Preservation Fund. To help you prepare for the report and the subsequent discussion, attached are a series of charts describing the Library's current year budget – both revenue and expenditures – and a copy of the slides I will use for the report.

This report marks the beginning of our budget planning for Fiscal Year 2004-05 and I look forward to working with you during what again may be a difficult budget year for the City. Please call me at (415) 557-4248 if you have any questions about the attached material.

Attachments

cc: Paul Underwood, Deputy City Librarian

10/16/2003

LIBRARY PRESERVATION FUND
Analysis of changes in Fund Balance

	Totals	Net Adjustments
Fund Balance (M01 2003)	**$ 3,532,376.69**	
Revenue Shortfalls	$ (1,253,777.00)	
Expenditure Savings	$ 644,543.00	
Closeout funds for reappropriation in 03-04.	$ 421,999.00	
Fund Balance (M14 2003)	**$ 3,345,141.69**	**$ (187,235.00)**
Carryforward/reappropriation of PY funds.	$ (421,999.05)	
Appropriation from Reserve for 03/04	$ (654,771.00)	
Fund Balance (M01 2004)	**$ 2,268,371.64**	**$ (1,076,770.05)**

Data per FAMIS (Screens 6400 & 6450)

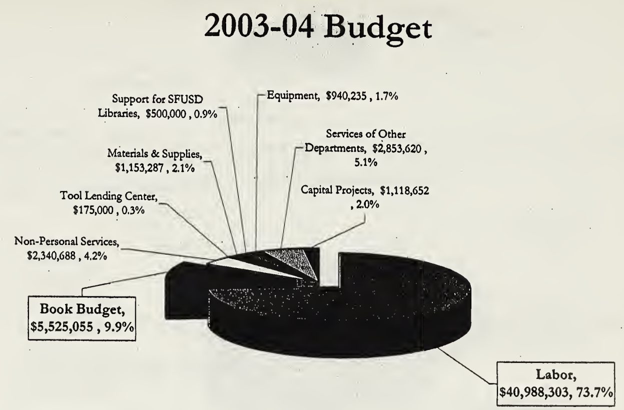
PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,265	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,702,014	$ 702,236	$ 2,901,526	$ 34,332,728
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,567	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,575
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 604,431	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ -	$ 2,853,620
095	Capital Projects (transfers)	$ -	$ -	$ 770,000	$ -	$ -	$ -	$ 348,652	$ -	$ -	$ 1,118,652
	TOTAL, OPERATING	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL BUDGET	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

CHART 2

Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Capital Projects	$ 1,118,652
Total Budget	**$55,594,840**



PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

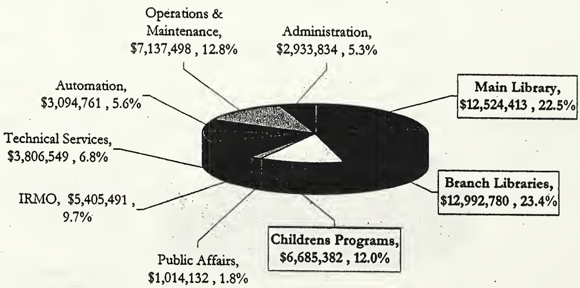
CHART 3

Main Library	$ 12,524,413
Branch Libraries	$ 12,992,780
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,014,132
IRMO	$ 5,405,491
Technical Services	$ 3,806,549
Automation	$ 3,094,761
Operations & Maintenance	$ 7,137,498
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for SFUSD Libraries.

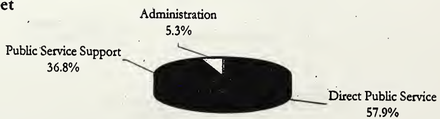
Direct Public Service	$ 32,202,575
Public Service Support	$ 20,458,431
Administration	$ 2,933,834
TOTAL BUDGET	$55,594,840

2003-04 Budget by Program



Children's Program includes $500,000 for acquisition of books and materials for SFUSD libraries.

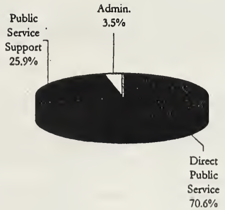
2003-04 Budget



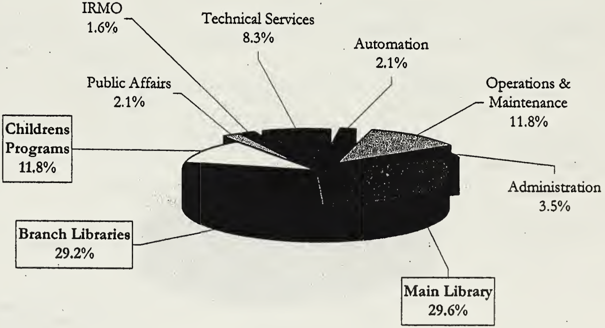
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

FTE By Program

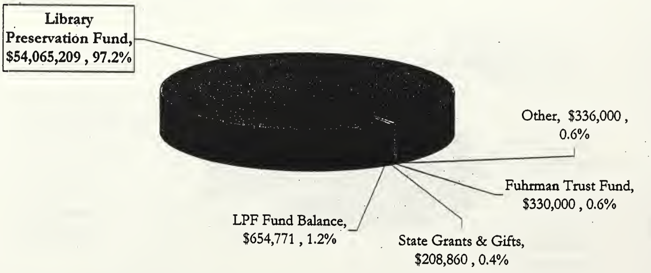


2003-04 FTE by Program

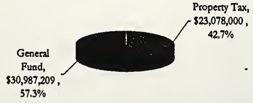


	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	$ 54,065,209
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	$ 30,987,209
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	$ 791,343

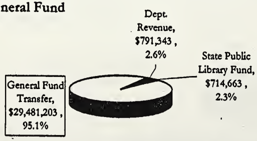
2003-04 Budget by Source



Library Preservation Fund (Baseline Allocation)



General Fund



Department Revenue

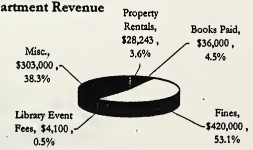
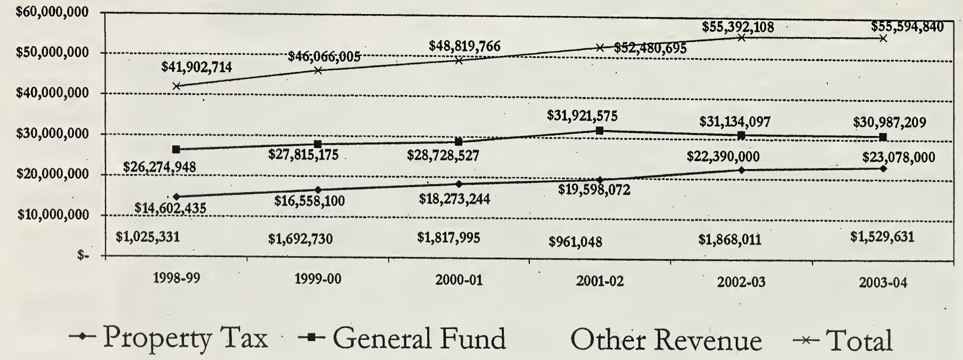


CHART 6

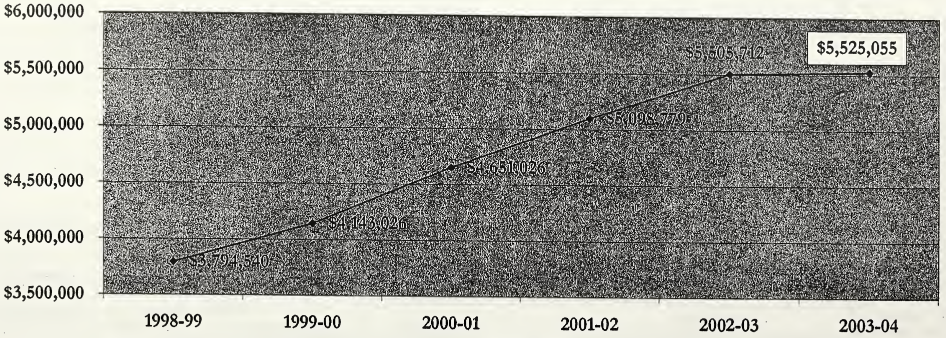
Budgeted Revenue by Fiscal Year and Source



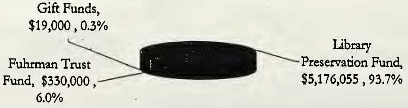
Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget



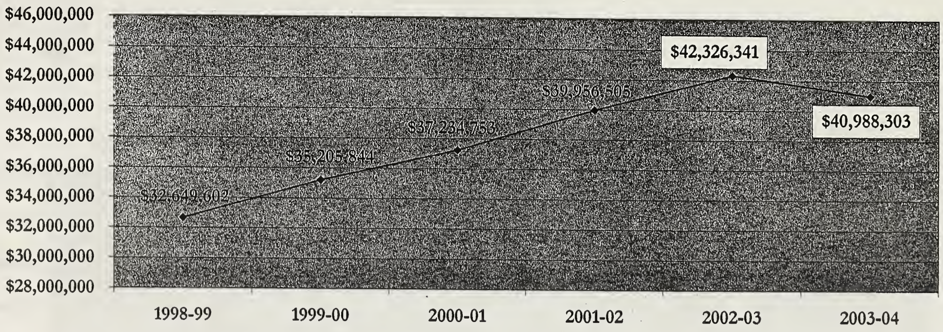
2003-04 BOOK BUDGET



Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%
CHANGE FROM 1998-99		$ 1,730,515		

LABOR COSTS

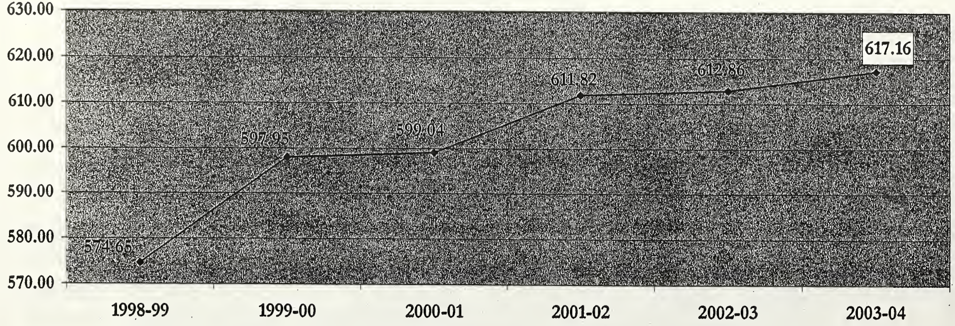
Salaries & Fringe Benefits



Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

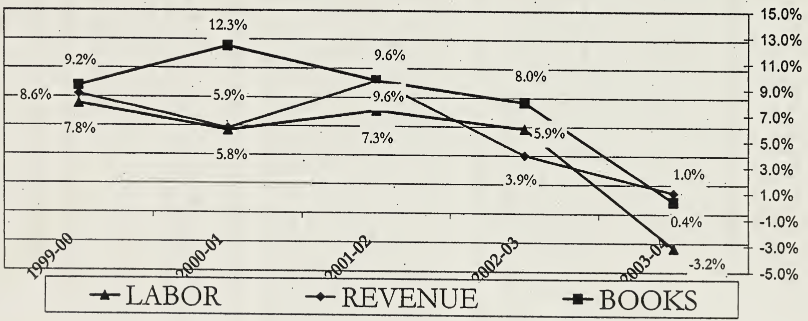
Note: Reduction in personnel costs in 2003-04 results from union agreements to pay the 7.5% retirement contribution payment that had been paid by the City.

Budgeted FTE by Fiscal Year



Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JAN 14 2004
SAN FRANCISCO
PUBLIC LIBRARY

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
nmissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, November 6, 2003
(As approved January 6, 2004)
The San Francisco Public Library Commission held its regular meeting on Thursday, November 6, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:05 pm.

The following members were noted present: Commissioners Bautista, Coulter, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:15PM. President Higueras and Commissioner Streets were reported as excused attendance.

APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

Public comment on APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

An anonymous member of the public suggested that the full name of Mr. Loranger's organization be provided rather than its abbreviation and suggested that the minutes obliterated history by not reporting details of comments. This person also noted that comments regarding the draft Strategic Plan by the Deputy City Librarian and regarding the BALIS Report were not included. Mr. Ed Regan found his comments had been accurately reported. Mr. Peter Warfield commented that the reported discussion of the Strategic Plan was insufficiently detailed to highlight changes called for by the City Librarian and the Commission President. Mr. Warfield also commented that some of his remarks and the City Librarian's response to them were not reported.

Commission discussion of APPROVAL OF THE OCTOBER 2, 2003 COMMISSION MINUTES

Vice President Steiman asked that the full name of the San Francisco Neighborhood Antenna-Free Union (SNAFU) be spelled out rather than just be identified by its abbreviation in the minutes.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the October 2, 2003 Minutes.

ACTION: 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth began her report with an extensive report and analysis of the decisions made, including the lack of success of the Library's Prop 14. Application for the Richmond Branch, at the October 28th Sacramento Prop. 14 Bond meeting. The City Librarian additionally presented: information concerning a Branch Library Improvement Program bookmobile purchase; a report on Tool Lending Center developments; a Millennium transition update; and an update on Library exhibits and programs. Ms Hildreth also called attention to a "Closing Party" planned for the

Excelsior Branch Library on November 23^{rd}. (copy attached)

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented on the Library's lack of success with Prop. 14 applications and noted that the competition for these funds would likely become even more intense in the 3^{rd} cycle. This person suggested that the Library's chances for success were iffy if not farfetched and that fiscally responsible plans should be undertaken to be prepared. Mr. Ed Regan found the presentation informative, but expressed reservations with the proposed use of book mobiles to provide interim services, suggesting that a larger vehicle such as a mobile home or temporary building would serve better.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, the City Librarian reported that that negative comments offered by critics of the Richmond Prop. 14 Application had limited impact on the Bond Board's decision making process. Commissioner Coulter expressed dismay that individuals who were not Richmond residents would attempt to damage the chances for funding. Commissioner Chin expressed no such surprise noting that these critics were purely negative and that contrary to their words of concern about books and the Library their actions were simply mean and nasty. The City Librarian reported that Supervisor McGoldrick had informed her that at the next Board meeting he would be taking a bus full of Richmond District neighbors to Sacrament to demonstrate neighborhood residents' strong support of the Library's application for State Library Bond Act funding.

AGENDA ITEM #3 04/05 LIBRARY BUDGET WORKSHOP

Library Finance Director George Nichols presented a detailed overview of the current fiscal landscape and economic outlook as well as the advent of a new regime in Sacramento in order to set the stage for his discussion of the outlook for the Library's 2004/05 Budget (copy attached).

Public comment on AGENDA ITEM #3

An anonymous member of the public commented that the report simply noted that in good years prudence should be exercised so that in bad years when less could be expected services could continue. This person then discussed the Board of Supervisors action to allocate Library funds and the way in which the various Library fund sources were used, noting that the cost of the purchase of the school property was not included when adding up the Library funds that the Board of Supervisors had allocated for the schools. Mr. Ed Regan lauded the report and requested a detailed breakdown of the Library's book collections, particularly its non-fiction collections, and expressed a hope that funds would be available for expanded hours of service. Mr. Peter Warfield urged that the Commissioners consider the priorities mandated by Prop E, (Library Preservation Fund) for more books and hours, suggesting that for a wealthy library, among the nation's best funded, a larger share of funds should be allocated to books and additional hours of service.

Commission discussion of AGENDA ITEM #3 04/05 LIBRARY BUDGET

Vice President Steiman pointed out that the Library was meeting the goal of increased public service hours mandated by Prop. E (Library Preservation Fund) and that the Commission would be prudent when considering what other needs could be funded if additional funds were available.

AGENDA #4 COMMISSION OFFICERS FOR 2004

The Commission Secretary recommended that in view of the certainty of the election of a new Mayor that the Commission act to postpone nominating and electing officers for 2004 until the new administration had had an opportunity to make its wishes known regarding the Commission's membership.

Public comment on AGENDA #4 COMMISSION OFFICERS FOR 2004

An anonymous member of the public noted that there was uncertainty with change of administrations but that historically some Commissioners were usually retained along with new appointments so as to maintain continuity.

Commission discussion of AGENDA #4 COMMISSION OFFICERS FOR 2004

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin to postpone nomination and election of Library Commissioner for 2004

ACTION: 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

Vice President Steiman announced that she was continuing discussion of Agenda Item #5 Library History Plaques to a later meeting.

AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Martín Gómez reported that the Friends had gone to Sacramento to support the Library's Prop 14 (State Library Bond Act) Application for the Richmond Branch and expressed disappointment at the mean spirited opposition to this worthy project voiced by the Library's critics. Mr. Gómez announced that the Planned Giving Program was underway and then invited the Commissioners to attend a reception honoring author Amy Tan. Mr. Gómez next discussed a $50,000 gift for the Excelsior Branch Capital Campaign that the Friends had received from the Silver Giving Fund. The Executive Director of the Friends reported the happy news that Deborah Doyle, Chair of the Friends Board, had been recognized with the prestigious California Library Association President's Award and would receive it on November 15th at the upcoming CLA meeting in Ontario. Additionally, he noted that Friends Board member Ellen Huppert was being recognized for her contributions during National Philanthropy Day activities and then concluded his report with a reminder of Project Read's 20th Anniversary

Commission discussion of AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Commissioner Chin lauded Ms. Huppert's contributions, noting that she was also a school volunteer. In response to questions by Vice President Steiman, Mr. Gómez briefly discussed the Grants to Branches for the coming year.

AGENDA #7 LABOR UNION REPORT

Librarian's Guild member Ruth Maginnis called the Commissioners' attention to issues of concern to Guild members relating to Workers Compensation Claims and about increased numbers of hand injuries thought to be related to the new ILS system. Concerning branch library renovations, Ms. Maginnis urged that all seismic risk level 4 facilities be given highest priority for repair without waiting for additional grant money to do so. Ms. Maginnis then presented a lengthy critique of the proposed Wall of Library Heroes reporting Librarian's Guild opposition to the proposal and suggesting that the Friends of the Library's contributions were being favored while those of library staff and members of the public were being overlooked. Ms. Maginnis concluded the Labor Union Report commenting that this was an expensive project in times where there was a shortage of funds and that short staffing was already a problem.

Commission discussion of AGENDA #7 LABOR UNION REPORT

In answer to a question by Vice President Steiman, Ms. Maginnis replied that while there had not been a vote by the Librarian Guilds to oppose the Wall of Heroes, there was total lack of support for it by those attending Guild meetings. There followed a discussion of various issues related to the proposed Wall of Heroes with Commissioner Coulter emphasizing that the goal was to recognize citizen volunteer support for the creation of and maintenance of the Library throughout its history.

Commissioner Coulter left the meeting at 5:45pm.

AGENDA #8 NEW BUSINESS

Commissioner Bautista requested a report to the Commission on the Library's bookmobile services.

Public comment on AGENDA #8 NEW BUSINESS

An anonymous member of the public suggested that the report to the Commission on bookmobile service should be comprehensive.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public noted no report was made concerning the "Reversing Vandalism" project or on the Richmond Neighborhood meeting concerning the proposed renaming of the Richmond Branch Library to honor the late Senator Milton Marks. Additionally, this individual expressed their opposition to Supervisor Chris Daley's action in reallocating Library funds to the school district. Mr. Eugene Lee, a library user, applauded the catalog upgrade but called for the Library to provide more help for those learning how to navigate the new system. Mr. Lee noted however that, even with the bugs yet to be resolved, the new system was much faster and better than before.

Commissioner Chin left the meeting at 6.05pm.
The meeting ended with the abrupt loss of the quorum at 6:05pm

Michael Housh, Commission Secretary 1/7/04

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of November 6, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of November 6, 2003

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 2:
City Librarian's Report

"I attended the meeting of the bond board in Sacramento. Ms. Hildreth handled herself with considerable dignity, although I would have preferred that she sprinkle her comments with le mot de Coulter.

Despite what many people thought, competition for money is getting more extreme, rather than less. An enormous number of people in the state thought that the first round would filter away some of the prime projects and there would increased possibilities for funding.

The competition is become more fierce and more focused. We need to understand that the chances of getting one of our projects funded is iffy and getting more than one is impossible or at least farfetched. This leads us to think seriously about the planning that assumed more than one would be funded.

I have been an advocate for fiscal responsibility, but I consider that positive. The commission would do well to consider that as well."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 3:
04/05 Library Budget Workshop

"Mr. Nicols, in his summary at the end, does make the crucial point. When we come to good years we don't expect any more than what we are guaranteed under our funding formula. But in lean years, do we expect any less?

Mr. Nicols states on one of his slides that the board of supervisors has appropriated funds for non-library priorities – potential for further allocations. This raises the issue of whether we should spend the reserve fund because someone else might.

Mr. Nicols points that the Library Preservation Fund was passed with a fifteen-year sunset. He does not remind you is that sunset is only five years after the budget under discussion.

One thing we look at is comparing fund allocations with fund sources. The term Library Preservation Fund is a term of art. When this money becomes fungible, how do we know that we are spending the book money on the books?"

Minutes of the regular Commission Meeting of November 6, 2003

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 4:
Commission Officers for 2004

"We don't know who the new mayor will be, or what his interests might be. However, if we take history as guide, previous mayors have usually kept a few commissioners from the old commission and replaced some commissioners with his own supporters.

This usually in response to an argument that is made by the sitting commissioners that there is some value in continuity. In fact, that has been a persuasive argument. There is some value in continuity, probably less with the current commission, but as an abstract matter, is a value in continuity.

With that in mind, it might be both bold and wise to appoint officers to signal to the new mayor that you are prepared to continue and to give the value to continuity."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 6, 2003

Item 8:
New Business

"That bookmobile stop is 21st and Harrison. I didn't hear the mention of 21st street.

I want to endorse the idea of a report on the effectiveness of the bookmobiles. I assume it is not just a report on that location that we are seeking, or that children wait in line for it. I think that may be good news. When we have this report on the bookmobile, I hope it will be a comprehensive report on all of the issues that might be related to it, including scheduling, cost effectiveness, and that sort of thing. If it is effective that should be explored, and if it is not, we should know that too."

Appendix A

Library Commission meeting of November 6, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 6, 2003

Item 9:
Public Comment

"This was an instructive meeting, as if everyone is now understanding my positions for the first time. I have advocated what I consider to be important for this library, for our society and for children.

I attended a recent meeting of the board of supervisors and attempted to speak on the diversion of the Library Preservation Fund. I was told by Supervisor Daly that the reason was to benefit children. I don't think that is really the reason or that it is appropriate for Mr. Daly to claim that he is the defender of children and the rest of us are not.

If I were you, I would be extremely concerned that a member of the board of supervisors takes library money and then claims he is the defender of children. I think I am the defender of children because I think they ought to have books in the future ."

City Librarian's Report – 11/6/03

October 28th Proposition 14 Bond Board meeting – A dedicated contingent from San Francisco traveled to Sacramento for this important meeting. 66 projects totaling $547 million in requests were submitted. 16 projects totaling $91 million were funded. Projects ranked as follows: outstanding – 13, very good – 38 (Richmond was in this category), acceptable – 15, limitations – 1. All outstanding were funded as well as 3 very good projects. Over 100 people gave testimony on projects; two members of the public testified against the Richmond project, the only project that received any negative testimony. We received useful information in the project evaluation on how to make the Richmond application more competitive; and we also had a useful phone consultation from the rating panel on the morning of 11/6. We plan to resubmit the Richmond project for Cycle 3 funding, the final cycle, as well as 4 other new projects.

Branch Library Improvement Program bookmobile purchase – After great effort on the part of the Library Finance staff, the City has issued a check for the Sunnyvale Public Library bookmobile that will be used for temporary services in the Excelsior neighborhood during the branch closure as well as other neighborhoods in the future. The bookmobile is in excellent condition and we hope to have it ready for the Excelsior Branch closing party on November 23rd. The Library is also purchasing a new bookmobile which will be manufactured according to our specifications and be ready in Spring 2004.

Tool Lending Center update – The grant agreement with Clean City Coalition has been signed. We hope to reopen the popular service before Thanksgiving. We have an effective agreement with good management controls. The Library staff will actively assist the CCC staff with the Tool Center program.

Millenium update – The migration to Millennium was successfully completed at the end of August. The new online system is very popular with the public and reference staff. The circulation system is web-based and entails use of a mouse. The previous system was text-based; and the introduction of the mouse and lots of clicking is a challenge for circulation staff. In order to address outstanding issues since the migration, a Post-Migration Team has been formed. Chaired by John Kenny, Assistant Chief of Main Library, the team will be organized into subgroups focusing on public catalog review, holds/reserves, circulation and training. A weekly progress update is posted on the staff intranet.

Exhibits and Programs – Report is attached.

NOVEMBER 2003 -- FEATURED PROGRAMS AND EXHIBITIONS AT THE SAN FRANCISCO MAIN LIBRARY

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THROUGHOUT NOVEMBER

The Library Remembers... November 1978 -
Twenty-five years ago, November 1978 was marked by great tragedy that had roots in the Bay Area and was felt around the world. The deaths of over 900 members of the People's Temple in Jonestown, Guyana and the assassinations of Mayor George Moscone and Supervisor Harvey Milk left an indelible scar marking the end of the turbulent 1970s. Through photographs, films, memorabilia and personal accounts, the Library presents a series of exhibitions and programs:

CLOSER THAN EVER: 25 Years with San Francisco Gay Men's Chorus

Exhibition: From October 11, 2003 through January 8, 2004,
Main Library, Fourth Floor, Steve Silver Beach Blanket Babylon Music Room

Harvey Milk, 1930-1978 – An exhibition of rare, never before seen photographs, memorabilia and correspondence from the Harvey Milk Archives of the James C. Hormel Gay and Lesbian Center that explores the personal life of Harvey Milk, from his childhood to his election to the San Francisco Board of Supervisors and his death in November 1978.
Exhibition: From October 25, 2003 through January 7, 2004,
Main Library, Third Floor, James C. Hormel Gay and Lesbian Center

November 1978: Moscone, Milk & Jonestown - Rare memorabilia, photos and artifacts documenting the murders of Mayor George Moscone and Supervisor Harvey Milk in their offices in City Hall and the tragedy of Jonestown. Items drawn from the collections of the California Historical Society and the San Francisco History Center.
Exhibition: From November 8 through January 8, 2004,
Main Library, Sixth Floor, San Francisco History Center Display Cases

Jonestown 25 Years Later: Its Impact on San Francisco – Panel and "After Jonestown" documentary clips. Co-sponsors: African American Cultural & Historical Society and the Library's African American and San Francisco History Centers.
Program: Wednesday, November 19, 2003
Main Library, Lower Level, Koret Auditorium, 6:00 p.m.

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OPENING 1 November, SATURDAY

BookWorks 2003: Pacific Center for the Book Arts Members' Exhibition –

Never before has there been such a widespread interest in all the fields that today constitute the ook arts. On display will be many forms of the book from traditional to experimental works including letterpress printing, relief printing, xerography, laser printing, papermaking, calligraphy, typography, book design and illustration.

Exhibition: November 1, 2003 through January 4, 2004, Main Library, Sixth Floor, Skylight Gallery

Reception: Saturday, November 15, 2003, 2:00 – 4:00 p.m., Main Library, Sixth Floor, Skylight Gallery

Related Program: Artist Talk - Saturday, November 22, 2003, 2:00 p.m. and Sunday, December 7, 2003, 2:00 p.m., Main Library, Sixth Floor, Skylight Gallery

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5 November, WEDNESDAY

"Celebrate Cricket: 30 Years of Stories and Art"–

A special event and conversation with the magazine's founder and editor-in-chief, Marianne Carus, Walter Mayes, author and performer and Valerie Lewis, co-owner of Hicklebee's children's bookstore in San Jose.

Program: Main Library, Lower Level, Koret Auditorium, 6:30 p.m.
Reception: Preceding the conversation, 5:45 p.m., Main Library, Lower Level, Latino/Hispanic Community Meeting Room
Book Signing: Following the program, 7:30 p.m.

Related Exhibition: Through November 8, 2003, Main Library, Second Floor, Fisher Children's Center, 100 Larkin Street (at Grove)

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8 November, SATURDAY

*Celebration of Poetry on the Occasion of Carl Rakosi's One-Hundredth Birthday–

Featuring Jane Augustine, Bill Berkson, Tom Devaney, George Evans, John Felstiner, Lawrence Fixel, Barbara Guest, Thom Gunn, Burton Hatlen, Lyn Hejinian, Michael Heller, Anselm Hollo, Paul Hoover, August Kleinzahler, Jack Marshall, Geoffrey O'Brien and Daisy Zamora, with long distance contributions from Paul Auster, Robert Creelyey, Andrew Crozier, Nicholas Johnson, Anthony Rudolf and Gael Turnbull, for a poetry tribute to Carl Rakosi.

Program: Main Library, Lower Level, Koret Auditorium, 1:00 - 4:00 p.m. Reception: Main Library, Lower Level, Latino/Hispanic Community Meeting Room, 4:00 - 5:00 p.m.

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OPENING 8 NOVEMBER, SATURDAY

World Ex Libris: Contemporary Bookplates –

The bookplate or ex libris, a label placed on the inside of the front cover of a book, is a mark of pride in ownership. Since the fifteenth century, distinguished artists and their patrons have given serious attention to the art form. The contemporary bookplates presented in this juried exhibition have been designed and executed by 357 artists representing 37 countries. Techniques used to create these small artworks encompass a wide range from multi-color woodcuts to copperplate engravings to computer assisted design. This exhibition was organized by The American Society of Bookplate Collectors.

Exhibition: From November 8, 2003 through January 18, 2004,
Library, Lower Level, Jewett Gallery

Related Program: Annual Holiday Lecture, A Not Quite Lost Art: Contemporary International Ex Libris. Slide lecture on bookplates by James Keenan. Thursday, December 11, 2003, 6:30 p.m. Main Library, Lower Level, Koret Auditorium

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23 NOVEMBER, SUNDAY

Excelsior Branch Closing Party, 1:00 – 3:00 p.m.

The Excelsior Branch at 4400 Mission Street will close on November 26 for renovations. A community celebration of the renovation will be held on Sunday, November 23 and will feature a hard-hat theme. Join Mayor Willie Brown, Supervisor Gerardo Sandoval and the community at this festive event.

2004-05
Budget Workshop

San Francisco Public Library

The new face

Government

Shift in policies,
priorities, directio

Challenges

- State & local deficits
  - Increasing costs & declining revenues
  - $10 billion State deficit
  - $100 million City deficit
- Balanced Budget
  - Budget cuts
  - Service cuts and layoffs
  - Fee increases and new fees

Topics

1) REVENUE (sources & trends)

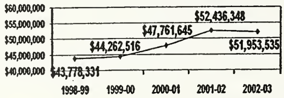
2) BUDGET (current & baseline)

3) NEXT STEPS

Revenue Sources

- Library Preservation Fund (Charter 16.109)
  - **Property Tax**
  - **General Fund Baseline**
- Fund Balance (LPF Reserve)
- Other Funds
  - **Fuhrman Trust Fund**
  - **State Grants**
  - **Private Gifts**

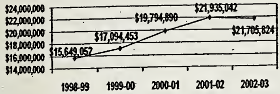
Library Preservation Fund (Actual)



- **Increased on average by 6.3% or $2.9 million annually between 1998-99 and 2001-02.**
- **Decreased 0.9% or $483,000 in 2002-03.**

Property Tax Allocation (Actual)

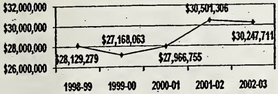
Library Preservation Fund



- Increased on average by 11.9% or $2.1 million annually between 1998-99 and 2001-02.
- Decreased by 1% or $229,000 in 2002-03.

General Fund Baseline (Actual)

Library Preservation Fund

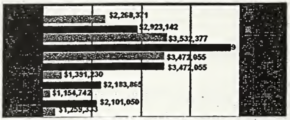


- Increased on average by 2.9% or $791,000 annually between 1998-99 and 2001-02 .
- Decreased by 0.9% or $254,000 in 2002-03.

LPF Reserve

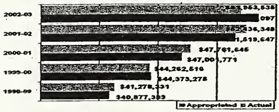
- Unappropriated balance available for appropriation (AAO or supplemental process).
- Sources
  - Property tax or GF required by Charter that exceed amounts budgeted or appropriated (annual).
  - Appropriation balances unexpended at year-end returned to the fund.
- Commission Policy – 2% to 5% reserve.
- BoS has appropriated funds for non-Library priorities. Potential for further allocations.

LPF Reserve Balance



- Change between FY start & end, reflect credits or debits when actual revenue exceeds or falls short of budgeted revenue; and debits from supplemental appropriations or credits from expenditure savings.
- Change between end of FY to start of next FY result from appropriations made from fund balance (AAO).

LPF Appropriations vs. Actual



- Actual revenue allocations exceeded budgeted revenue by $1.9 million between 1998-99 and 2001-02.
- Actual revenue allocations fell $1.5 million short of budgeted revenue in 2002-03.

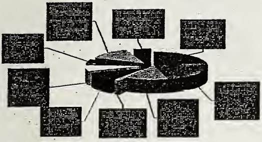
General Trends

- After years of steady growth, revenue declined.
  - 2002-03 actual fell short of budget.
- Reserve balance declining as funds are used to make up revenue shortfalls.
- Continuing uncertainty and volatility
  - Local economy not significantly rebounding.
  - Tax base not expanding – revenue weaknesses.
  - State budget woes may lead to further cuts in local assistance and more pressure on City to make up shortfalls.

2003-04 Budget

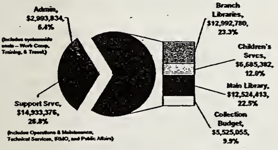
Total Operations Budget	**$55,594,840**
Transfer to SFUSD (Portola)	1,287,000
Total Budget (AAO)	$56,881,840
FTE	617.16

Budget by Division

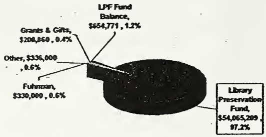


Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Budget by Program

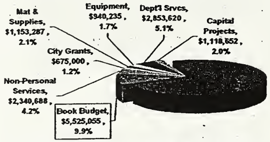


Budget by Source



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch).

Budget by Category



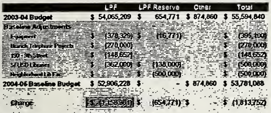
Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Baseline Budget

Baseline Budget

- Budget necessary to maintain staffing, programs, and services at their current levels.
- CY budget less one-time cost items plus non-discretionary cost increases (e.g., MOU adjustments, rate adjustments for health benefit plans and workers compensation; and annualized costs).

Baseline Budget



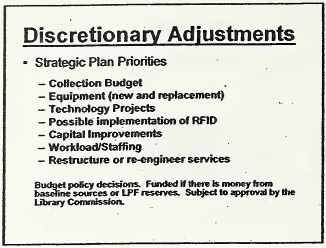
	LPF	LPF Reserve	Other	Total
2003-04 Budget	$ 54,065,209	$ 654,771	$ 874,860	$ 55,594,840
Baseline Adjustments				
Equipment	$ (378,329)	$ (16,771)		$ (395,100)
Branch Telephone Projects	$ (270,000)			$ (270,000)
190 - 9th Street	$ (148,652)			$ (148,652)
SFUSD Libraries	$ (362,000)	$ (138,000)		$ (500,000)
Neighborhood Lib Fac	$ -	$ (500,000)		$ (500,000)
2004-05 Baseline Budget	$ 52,906,228	$ -	$ 874,860	$ 53,781,088
Change	$ (1,158,981)	$ (654,771)	$ -	$ (1,813,752)

- Nondiscretionary Increases (Unknown)

Non-discretionary increases include MOU adjustments, health plan and work comp adjustments, and annualized costs.

Baseline Increases (Nondiscretionary)

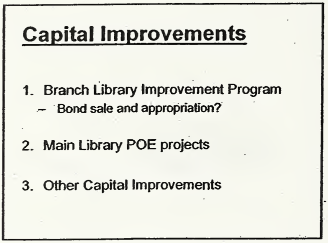
- **Healthcare**
  - Increased $462,000 or 14.5% from PY
- **Work Comp**
  - Increased $183,000 or 39.1% from PY.
  - AB227 & SB228 will drive rate reductions.
- **MOU adjustments (potential)**
  - Restoration of City paid retirement
- **Annualized Costs (full-year adjustments)**
- **Salary Step adjustments**



Discretionary Adjustments

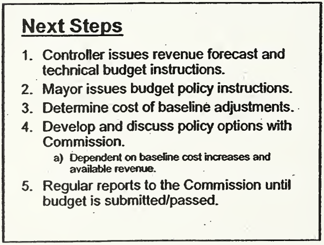
- Strategic Plan Priorities
  - Collection Budget
  - Equipment (new and replacement)
  - Technology Projects
  - Possible implementation of RFID
  - Capital Improvements
  - Workload/Staffing
  - Restructure or re-engineer services

Budget policy decisions. Funded if there is money from baseline sources or LPF reserves. Subject to approval by the Library Commission.



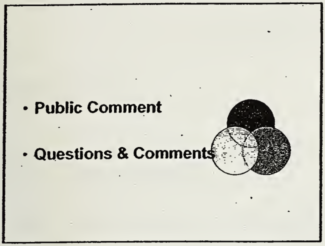
Capital Improvements

1. Branch Library Improvement Program
   - Bond sale and appropriation?
2. Main Library POE projects
3. Other Capital Improvements



Next Steps

1. Controller issues revenue forecast and technical budget instructions.
2. Mayor issues budget policy instructions.
3. Determine cost of baseline adjustments.
4. Develop and discuss policy options with Commission.
   a) Dependent on baseline cost increases and available revenue.
5. Regular reports to the Commission until budget is submitted/passed.



- **Public Comment**
- **Questions & Comments**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

October 22, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: **FY 2004-05 BUDGET PLANNING**

During the Commission's regular meeting on November 6th I will give an informational report on the Library's budget in preparation of planning for the Fiscal Year 2004-05 budget. My report will cover the Library's current budget, the Library's estimated baseline budget for next fiscal year, and Library revenue including the reserve balance in the Library Preservation Fund. To help you prepare for the report and the subsequent discussion, attached are a series of charts describing the Library's current year budget – both revenue and expenditures – and a copy of the slides I will use for the report.

This report marks the beginning of our budget planning for Fiscal Year 2004-05 and I look forward to working with you during what again may be a difficult budget year for the City. Please call me at (415) 557-4248 if you have any questions about the attached material.

Attachments

cc: Paul Underwood, Deputy City Librarian

10/16/2003

LIBRARY PRESERVATION FUND
Analysis of changes in Fund Balance

	Totals	Net Adjustments
Fund Balance (M01 2003)	**$ 3,532,376.69**	
Revenue Shortfalls	$ (1,253,777.00)	
Expenditure Savings	$ 644,543.00	
Closeout funds for reappropriation in 03-04.	$ 421,999.00	
Fund Balance (M14 2003)	**$ 3,345,141.69**	**$ (187,235.00)**
Carryforward/reappropriation of PY funds.	$ (421,999.05)	
Appropriation from Reserve for 03/04	$ (654,771.00)	
Fund Balance (M01 2004)	**$ 2,268,371.64**	**$ (1,076,770.05)**

Data per FAMIS (Screens 6400 & 6450)

ilename=ANALYSIS OF LPF BALANCES AVAILABLE FOR APPROPRIATION (Sheet2)

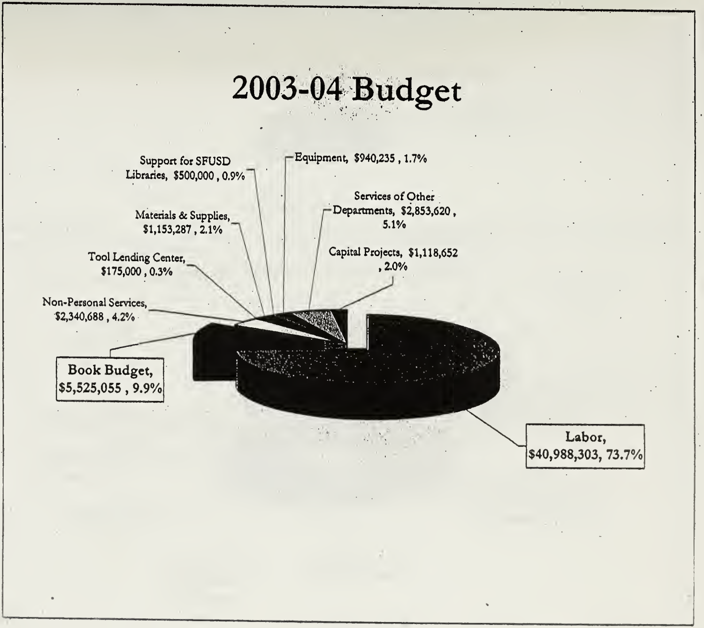
10/21/2003

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

CHART 1

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,265	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,702,014	$ 702,236	$ 2,901,526	$ 34,332,728
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,567	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,575
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 604,431	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ -	$ 2,853,620
095	Capital Projects (transfers)	$ -	$ -	$ 770,000	$ -	$ -	$ -	$ 348,652	$ -	$ -	$ 1,118,652
	TOTAL, OPERATING	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL BUDGET	$ 2,933,834	$ 3,094,761	$ 12,992,780	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 7,137,498	$ 1,014,132	$ 3,806,549	$ 55,594,840

Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Capital Projects	$ 1,118,652
Total Budget	$55,594,840



10/21/2003

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

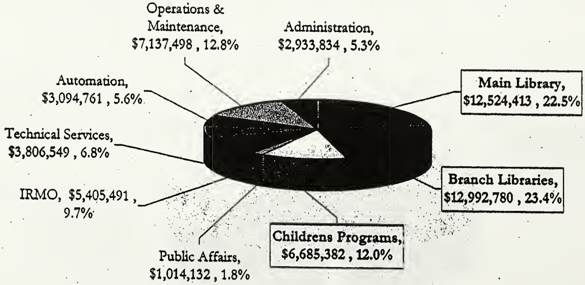
CHART 3

Main Library	$ 12,524,413
Branch Libraries	$ 12,992,780
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,014,132
IRMO	$ 5,405,491
Technical Services	$ 3,806,549
Automation	$ 3,094,761
Operations & Maintenance	$ 7,137,498
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for SFUSD Libraries.

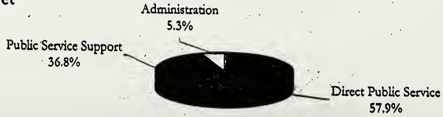
Direct Public Service	$ 32,202,575
Public Service Support	$ 20,458,431
Administration	$ 2,933,834
TOTAL BUDGET	$55,594,840

2003-04 Budget by Program



Children's Program includes $500,000 for acquisition of books and materials for SFUSD libraries.

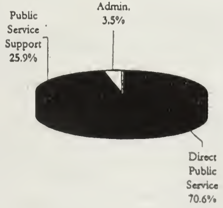
2003-04 Budget



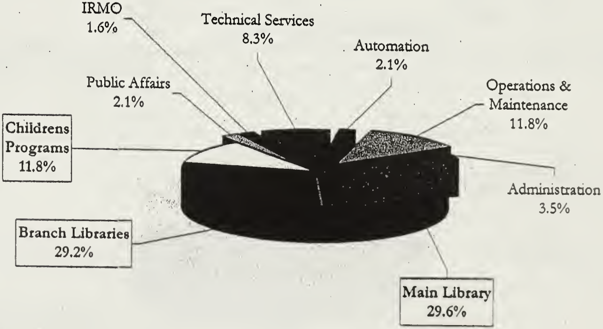
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

FTE By Program



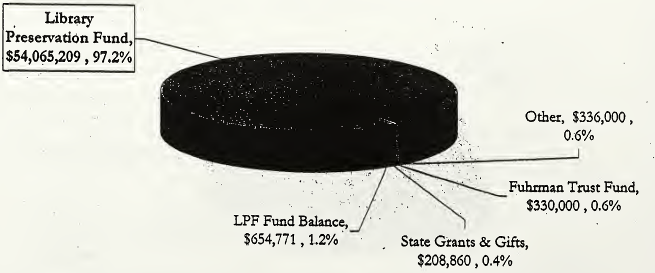
2003-04 FTE by Program



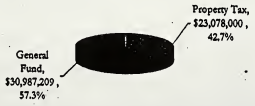
PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$ 55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	**$ 54,065,209**
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	$ 30,987,209
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	$ 791,343

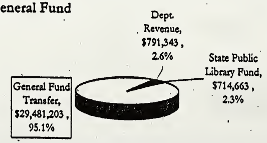
2003-04 Budget by Source



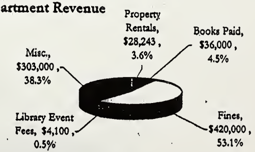
Library Preservation Fund (Baseline Allocation)

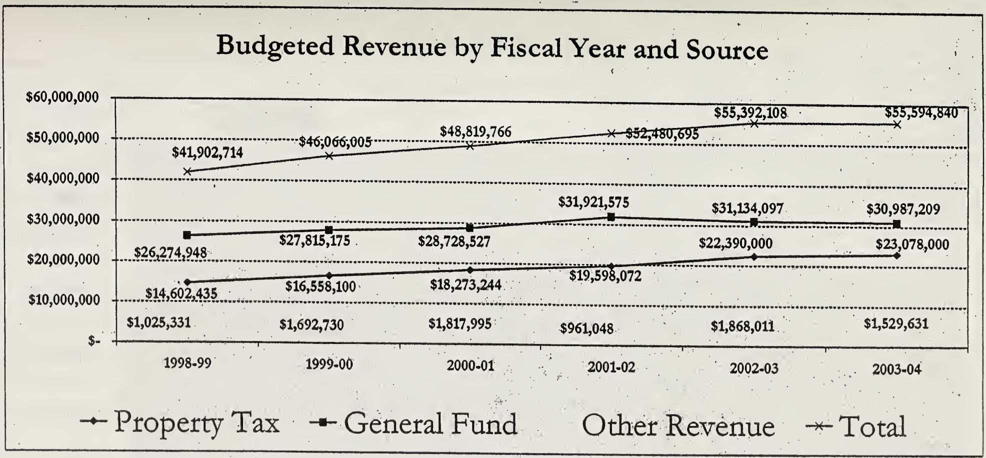


General Fund



Department Revenue



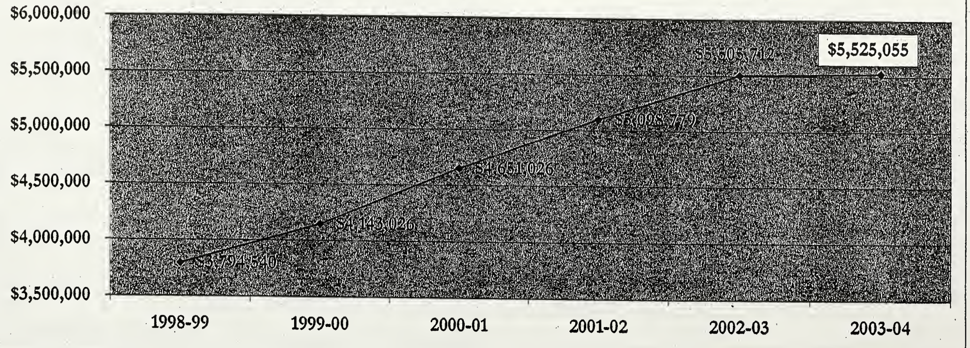

Budgeted Revenue by Fiscal Year and Source

Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

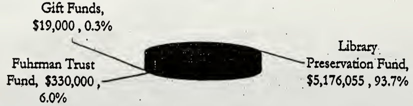
Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

CHART 7

Books & Materials Budget



2003-04 BOOK BUDGET

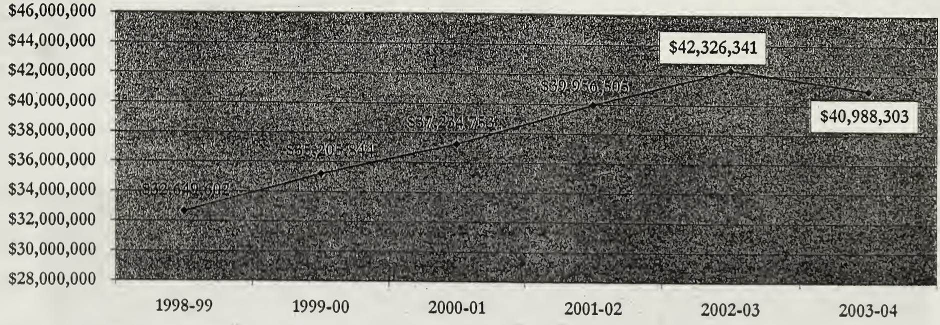


Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%

CHANGE FROM 1998-99 $ 1,730,515

LABOR COSTS

Salaries & Fringe Benefits

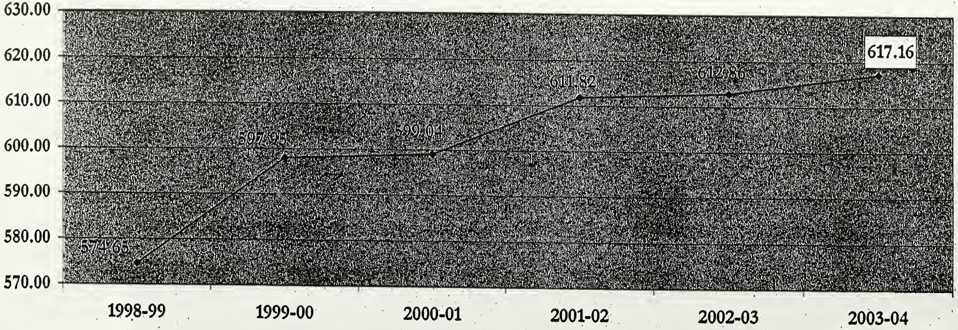


Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

Note: Reduction in personnel costs in 2003-04 results from union agreements to pay the 7.5% retirement contribution payment that had been paid by the City.

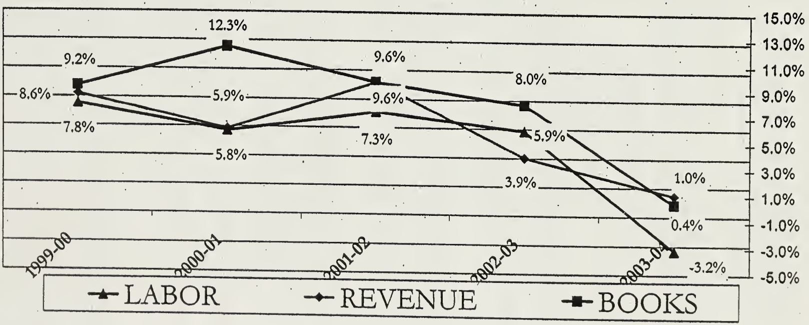
CHART 9

Budgeted FTE by Fiscal Year



Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

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PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, November 13, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. INGLESIDE PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS DISCUSSION

Presentation and discussion of an application for Prop. 14 State Library Bond Act funds for the Ingleside Branch Library.

2. PORTOLA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS DISCUSSION

Presentation and discussion of an application for Prop. 14 State Library Bond Act funds for the Portola Branch Library.

3. VISITACION VALLEY PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS DISCUSSION

Presentation and discussion of an application for Prop. 14 State Library Bond Act funds for the Visitacion Valley Branch Library.

4. ORTEGA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS DISCUSSION

Presentation and discussion of an application for Prop. 14 State Library Bond Act funds for the Ortega Branch Library.

5. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

11/10/03 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, November 13, 2003.
The San Francisco Public Library Commission held a special meeting on Thursday, November 13, 2003, in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:06pm.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Steiman. Commissioners Higueras, Strobin, and Streets were excused.

Vice President Steiman announced that as Public Comment at the previous Commission meeting had abruptly ended due to loss of the meeting's quorum, she was taking general Public Comment as the first item during this meeting.

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public noted that there were no explanatory documents listed for the items to be reviewed at this meeting and that the materials provided were insufficiently extensive to address the issues involved with four branch libraries. This person also questioned the potential impact on these plans of a failure to receive state grants. Mr. Peter Warfield expressed disappointment that explanatory materials were not made available in advance and queried what attachments available were to be discussed. Mr. Warfield suggested that as the needs assessments were dated several months ago they should have been made available sooner. Ms. Ellen Egbert, Bernal Heights Branch, lauded the Commissioners for their service.

AGENDA ITEM #1 INGLESIDE PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

Deputy City Librarian Paul Underwood presented a detailed overview of the Prop. 14 (State Library Bond Act) Application for the new Ingleside Branch noting that copies of the Prop. 14 Applications and selected attachments were available at the rear of the auditorium and would also be available in the Library Commission Office. Mr. Underwood then discussed the 78-year history of the Ingleside Branch in leased facilities, outlined details of the new proposed branch based on an extensive needs assessment and called attention to the cooperative agreement with the Aptos School. Branch Library Improvement Program (BLIP) Manager Marilyn Thompson then presented an architectural overview of the proposed new branch.

Public comment on AGENDA ITEM #1 INGLESIDE PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

An anonymous member of the public inquired as to the strong points of the proposed Prop. 14 Application considering the highly competitive environment for such grants and the relatively small service population for this branch when viewed on a statewide scale of increasing populations. Mr. Peter Warfield inquired concerning specific statistics concerning changes in the branch collection's size, available seating, and usable floor space. Mr. Warfield suggested that the City Librarian discuss the strength of these applications in view of the reported evaluations of previous applications.

Commission discussion of AGENDA ITEM #1 INGLESIDE PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

In response to questions by Commissioner Coulter, the Deputy City Librarian outlined the comparison between the existing and proposed branch and discussed how the needs assessment addressed questions concerning book capacity. The City Librarian informed Vice President Steiman concerning State norms for numbers of books and square feet of service space per population in a branch library but suggested that such broad rules of thumb were not significant in comparison to clearly identified local needs that drive how branches are structured. Ms. Hildreth noted that as this facility would be seen as a new branch it would have a critically important competitive advantage in a very competitive effort to obtain grants from a limited amount still available. In response to another question by Vice President Steiman, Ms. Hildreth noted that the full site could be eventually used for expansion, another competitive advantage for this project. In response to questions by Commissioner Bautista, Ms. Hildreth discussed how the proposed courtyard was to be used. In response to a question by Commissioner Chin it was noted that cooperative agreements with City College would not help with the application and that dense housing was proposed for the other site adjoining the library's site. Responding to a question by Commissioner Coulter regarding why five applications were being submitted; the City Librarian noted that those applications submitted and ranked as eligible for 3rd cycle Prop. 14 grants but not funded would be well positioned to obtain funding should another state library bond be enacted.

AGENDA ITEM #2 PORTOLA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

The Deputy City Librarian outlined the details of the proposed Prop. 14 (State Library Bond Act) Application for the new Portola Branch. The Deputy City Librarian presented an overview of the 75-year history of the Portola Branch in leased facilities, outlined details of the new proposed 6,300 sq. ft. new branch on a 8,800 sq. ft. site to serve the children, youth, and families of this very diverse community. Mr. Underwood noted the steps taken to respond to community requests for: the library to be a center for the community; to support the needs of students and their families; to provide flexible program space; to increase available computer resources; and to increase non-English languages collections. The Deputy City Librarian also discussed the cooperative agreement with the E.R. Taylor Elementary School and the Martin Luther King, Jr. Middle School. BLIP Manager Marilyn Thompson then presented an architectural overview of the proposed new branch.

Public comment on AGENDA ITEM #2 PORTOLA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

Ms. Chris Ortiz, Portola representative on the Council for Neighborhood Libraries, lauded the proposed new branch noting its long an d difficult history of struggle to grow and serve the neighborhood families. An anonymous member of the public commented that this was an isolated neighborhood and suggested that the graphic presented could be improved by showing the location of the proposed new facility. This person expressed concern that proximity to the school would result in the branch being inundated by students and suggested that the Library had paid too much to the school district for the property. Mr. Peter Warfield expressed disappointment that these explanatory materials were not made available in advance and expressed his shared concern that the proposed joint use agreements with the schools would negatively impact other branch users. Mr. Warfield also requested a comparison of the old and new branches regarding floor space, collection size, and seating, and asked if what was being provided was what had been requested by the community.

Commission discussion of AGENDA ITEM #2 PORTOLA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

Commissioner Coulter noted that proximity to schools was a major advantage for this application, noting that both elementary and middle schools private and public were nearby. Ms. Hildreth then informed Commissioner Bautista that the title to the property would close before January 16th. Commissioner Chin wondered that anyone would consider it problematic that there were so many schools nearby or that their students might use the proposed new branch. Commissioner Chin noted that all of the nearby schools had libraries and that the branch would serve everyone not be overrun by students. Vice President Steiman pointed out that virtually all of these issues had been extensively discussed previously as well as in the community.

AGENDA ITEM #3 VISITACION VALLEY PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

The Deputy City Librarian outlined in some detail the proposed Prop. 14 Application for a new Visitacion Valley Branch Library. Mr. Underwood recounted the 70 year history of the branch in very small leased locations and highlighted the great need and demand for increased library services in this one of the city's most diverse and under-served neighborhoods. The Deputy City Librarian detailed the emphasis placed by the community and the library planners in developing a new branch that provides educational opportunities for students and families. Mr. Underwood described an emphasis on English language learning, flexible program space, and greatly expanded access to computers and technology requested by the community. Mr. Underwood discussed proposed expansion in the branch's collections to meet the identified needs of the neighborhood. Ms. Hildreth pointed out that the Super Fair Market site was ample to provide for future expansion. Ms. Thompson then presented an architectural overview of the proposed new branch.

Public comment on AGENDA ITEM #3 VISITACION VALLEY PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

An anonymous member of the public commented that this was a very interesting but much neglected neighborhood and discussed this person's impressions of a community meeting held to discuss the new branch. This person noted that this new branch offered an opportunity to rejuvenate and reach out to this overlooked very diverse and fast - changing community. Mr. Peter Warfield decried that lack of availability of explanatory materials noting that his brief look at the full applications and the small print used in many of the documents did not allow him time to study what was proposed. Mr. Warfield asked if what was proposed was what the community had requested, and noted that the collection was being increased 50 percent.

Commission discussion of AGENDA ITEM #3 VISITACION VALLEY PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

In response to a question by Commissioner Chin, the size and layout of the children's and teen areas and access to the proposed program space was discussed. In response to a question by Commissioner Coulter, the community discussion that led to inclusion of the proposed community history wall was described. There followed a general discussion of issues involving the trade-off necessary given the limited amounts of public service space available between requests for flexible program space and more room for collections. The City Librarian emphasized that these trade-offs were a major topic of discussion, and that a consensus on an appropriate balance between the competing needs for this neighborhood was achieved in the community meetings.

AGENDA ITEM #4 ORTEGA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

Mr. Paul Underwood, Deputy City Librarian, presented an overview of the Prop. 14 (State Library Bond Act) Application for the new Ortega Branch Library replacing the existing city-owned 1956 Appleton-designed facility with a new larger building placed to be more visible and accessible from the street. The Deputy City Librarian noted that the existing branch was constructed as part of a neighborhood civic center located in the heart of the neighborhood and shared some spaces with a recreation center and was sited between schools. Mr. Underwood highlighted the expanded new branch's emphasis on meeting the needs of the largely Asian and increasing numbers of Russian and other non-English speaking residents as well as many students in the neighborhood. He called attention to cooperative agreements with the nearby middle and elementary schools and detailed an extensive process used to gather community input. BLIP Manager Marilyn Thompson then presented an architectural overview of the new Ortega Branch.

City Librarian Susan Hildreth explained that the Library had shared in the 1949 purchase of the property originally and owned a "footprint" for its branch, but that the existing building was not within that footprint and that the details of its relocation on the site would need to be worked out.

Public comment on AGENDA ITEM #4 ORTEGA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

An anonymous member of the public found it interesting how this project had played out, pointing out that this area had originally been sand dunes, and expressed a desire to have additional time to study the proposal. This person called attention to the point that many users of this branch were older and that their needs should be considered as well. Mr. Peter Warfield expressed frustration that more information was not made available and suggested that the needs assessment should be more extensively reviewed. Mr. Warfield asked if this was what the community had requested and inquired concerning changes in the branch's collections size, available seating, and floor space.

Commission discussion of AGENDA ITEM #4 ORTEGA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS

Commissioner Bautista found the proposed relocation a big improvement and much more accessible. She also approved of the ample spaces proposed for children and teens. She noted that this branch was very heavily used by students and was an important center for the community. Commissioner Bautista also liked the secure garden area as well as noting that the community room could be used by book clubs and for other literary related purposes. Ms. Hildreth called the Commissioners' attention to the important fact that should the Prop 14 Application be unsuccessful, the Library would have to revert to its original plan to renovate the existing building rather that build a new facility. Commissioner Chin praised the dedication and very hard work on this and the other Prop. 14 Applications by Library staff. Commissioner Chin additionally lauded the careful attention given to addressing unique neighborhood issues such as poor test scores in each of these proposals. The City Librarian noted that in this as with each of these proposals the highest and best uses of the new branches resulted from input by the neighborhood where the branches were located, such as a serving as the community's center and providing increased internet access.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

The meeting was adjourned at 5:58pm.

Michael Housh, Commission Secretary 12/3/03

Minutes of the Library Commission Meeting of November 13, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

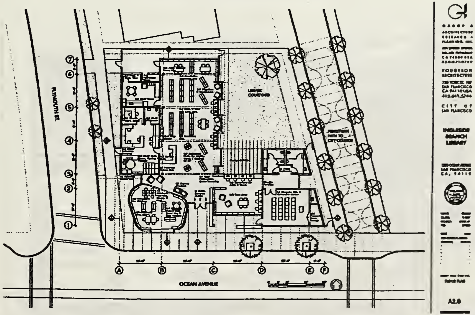
San Francisco Public Library

Library Commission
November 13, 2003

1. Ingleside

Prop 14 Application Form
& Selected Attachments

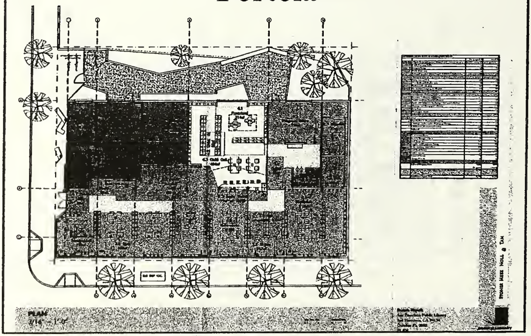
Ingleside


PLYMOUTH ST.
OCEAN AVENUE
FOUGERON ARCHITECTURE
CITY OF SAN FRANCISCO
INGLESIDE BRANCH LIBRARY
A2.0

2. Portola

Prop 14 Application Form
& Selected Attachments

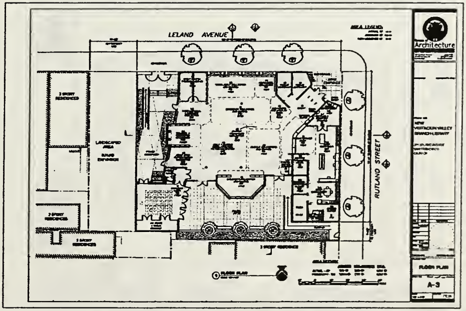
Portola


PLAN
3/16" = 1'-0"
STONER MEEK NOLL

3. Visitacion Valley

Prop 14 Application Form
& Selected Attachments

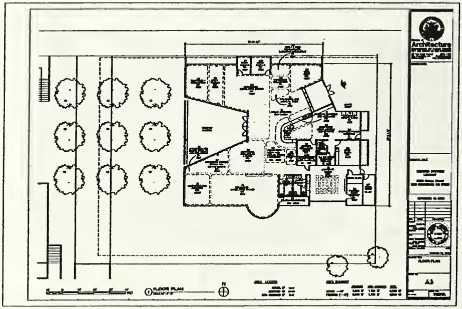
Visitacion Valley


LELAND AVENUE
RUTLAND STREET
Architecture
FLOOR PLAN
A-3

4. Ortega

Prop 14 Application Form
& Selected Attachments

Ortega


Architecture
FLOOR PLAN
N
FLOOR PLAN
A3

5. Public Comment

6. Adjournment

DRAFT

SAN FRANCISCO PUBLIC LIBRARY

COMMISSION RESOLUTION NO. 8-03

INGLESIDE BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Ingleside Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Ingleside Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Ingleside Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ingleside Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
It's a privilege to serve you®

November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Ingleside Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $155,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco Los Angeles Santa Barbara San Diego Las Vegas New York

111 PINE STREET, SAN FRANCISCO, CALIFORNIA 94111-5602, TEL (415) 392-1400 OR (800) 392-1400, FAX (415) 392-1413

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    - G. Visual Record of Site
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Section 20440, Appendix 1 DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Ingleside Branch Library

2. **Type of Applicant Jurisdiction:** > *(Check one only)* City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street

San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor

1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > Drew Harrington

(If applicable)

Title: > Library Consultant Phone: > 541.342.4034

E-mail: > drew.harrington@comcast.net

Address: > 1418 E. 23rd Avenue, Eugene OR 97403

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Wayne Gehrke, AIA License # > C 9207

Providing construction budget estimate and/or conceptual plans.

Title: > Principal, Fougeron/Group 4 Architecture Phone: > 650.871.0709

E-mail: > wgehrke@g4arch.com

Address: > 301 Linden Avenue
South San Francisco CA 94080

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > David Cobb

(If applicable)

Title: > Estimator, David Langdon Adamson Phone: > 415.981.1004

E-mail: > dcobb@dladamson.com

Address: > 170 Columbus Avenue, Suite 301
San Francisco, CA 94133

18. Hazardous Materials Consultant: > Glenn S. Young, R.G.

(If applicable)

Title: > Principal Geologist, Fugro West, Inc. Phone: > 510.268.0461

E-mail: > gyoung@fugro.com

Address: > 1000 Broadway, Suite 200
Oakland, CA 94607

19. Project Interior Designer: > Wayne Gehrke, AIA

(If applicable)

Title: > Principal, Fougeron/Group 4 Architecture Phone: > 650.871.0709

E-mail: > wgehrke@g4arch.com

Address: > 301 Linden Avenue, South San Francisco, CA 94080

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. Construction of a New Public Library Building > 6,100 SF

2. Conversion of an Existing Building into a New Public Library Building > ______ SF

3. Conversion and Expansion of an Existing Building into a New Public Library > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

Priority:

☑ *First Priority "Joint Use"*

☐ Co-Location Joint Use
☑ Joint Venture Joint Use

☐ Computer Center
☑ Family Literacy Center
☑ Homework Center
☐ Shared Electronic/Telecommunications
☐ Subject Specialty Center
☐ Career Center
☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. Remodeling an Existing Public Library Building > ______ SF

5. Remodeling and Expansion of an Existing Public Library Building > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. Dedicated to Public Library Use > ________ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. Dedicated to "Other" Uses **SQ FT**

A. Specify > ____________________ ________ SF

B. Specify > ____________________ ________ SF

C. Specify > ____________________ ________ SF

D. Specify > ____________________ ________ SF

E. Specify > ____________________ ________ SF

F. Specify > ____________________ ________ SF

G. Specify > ____________________ ________ SF

H. Specify > ____________________ ________ SF

3. Subtotal: Dedicated to "Other" Uses > 0 SF 0
Add Lines 2A SF thru 2H SF
Line 3 SF divided by (Line 1 SF + Line 3 SF)

4. Common Areas[1]

5. Subtotal: Total of Common Areas[1] > ________ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE > 0 SF
Line 1 SF + Line 6 SF

---

[1] *"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 10,676
2. *Source:* > U.S. Census 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 19%
4. ***Public library project's service area 2000 population:*** > 12,738
5. *Source:* > U.S. Census 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 4%
7. ***Public library project's service area 2020 population:*** > 13,288
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 325
10. *Source:* > Aptos Middle School, San Francisco Unified School District records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 149%
12. ***Project's public school attendance area(s) 2000 student population:*** > 810
13. *Source:* > Aptos Middle School, San Francisco Unified School District records, 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's General Fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million bond general obligation measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system.The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Ingleside Branch will become one of those community centers, with a program room to support its collaboration with the Aptos Middle School as well as to support library programs and community after-hours use. The branches nearby the Ingleside Branch have been or will be improved. The 8,500 square foot Excelsior Branch will be completely renovated by Summer 2004. The 5,000 square foot, 2-story Ocean View Branch was opened in 2000 and serves as the community center for a low-income neigborhood. The 5,300 square foot Merced Branch will be renovated and slightly expanded by 2010. At this time, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being prorammed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
[See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 1,680,000
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
(or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Ingleside branch will be a one-story building located on a prominent corner of the library's service area at Ocean Avenue and Plymouth Street, on the north side of Ocean Avenue. The branch entrance will face Ocean Avenue.

The Ingleside neighborhood consists largely of single-family houses. Ocean Avenue which runs east - west between Junipero Serra and Ocean Avenue at the Geneva Avenue split (at the entrance to City College) is the major corridor for the community. A variety of commercial, social and civic organizations are represented along this approximately 1.5 mile route, including a senior center, church, chain stores such as Blockbuster and MacDonald's and cafes. The branch is located in the heart of this commercial district, approximately 1mile from Junipero Serra and 1/2 mile from the Interstate 280 entrance. Because of this it will be easily accessible to residents of the entire service area. Pedestrian sidewalks run in front of the branch on Ocean Avenue and along Plymouth Street as well. There is a traffic light at Ocean and Plymouth that eases access to residents living on the south side of Ocean Avenue. Street lights and pedestrian crossings punctuate the length of the corridor. Recent street improvements along Ocean Avenue included extending concrete bulges into the street at cross walks to improve safety and to slow traffic.

The Ingleside library service area is bounded by Highway 280 on the east, Junipero Serra Boulevard to the west, the City College campus to the north and to the south by the Merced Heights and Ocean View districts. The south boundaries of the service area are distinquished by the geography, several rolling hills separate the neighborhoods creating a natural boundary. Ocean Avenue continues crossing east over Interstate 280 with access over the highway provided for pedestrians, bicycles and mass transit as well as by automobile to access the Balboa BART terminal. Extensive plans to enhance and further improve the civic space and movement along the Ocean Avenue corridor are included in the Balboa Park Station Area Plan (SF Planning Department (10/02).

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 9

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The branch is well served by public transit. The K streetcar line runs along Ocean Avenue and stops within 500 feet of the branch. This line connects with the Balboa Park BART station, and the West Portal Muni station for excellent connections to the rest of the city and the entire Bay Area. Recent Ocean Avenue street improvements have been completed. These extensive renovations focused on streetscape and public transportation improvements. The multi-year, multi-project effort was undertaken by Muni and other City departments and included inproved lighting and installation of new Muni passenger platforms.

In addition to the street car, the branch is served by six bus lines. Five of the lines offer wheelchair access during all operating hours (indicated by a * on the following list)

The following provide wheelchair access during all operating hours:

The K streetcar line has an accessible station at Ocean and Brighton, within 500 feet of the library.

K – 7 days a week, every 6-20 minutes; 54* – 7 days a week, every 22 minutes; 29* – 7 days a week, every 10-20 minutes; 15* – 7 days a week, every 6-20 minutes; 36* – 7 days a week, every 20 minutes and 91* Owl – 7 days a week (between midnight-5:00am) every 20 minutes.

BART (Bay Area Rapid Transit system) serves the Ingleside community via the Balboa Bart station which is located one block east of Interstate 280 adjacent to the City College campus.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

The Ingleside branch library is surrounded by sidewalks for easy pedestrian access. Curb cuts are located at all corners to facilitate access by disabled library users. Ocean Avenue is a city designated bike route. The library will be located within an area covered by the Balboa Park Station Area Plan. This plan includes many proposals directly related to improving bicycle access to the Ingleside neighborhood, including the addition of a bicycle lane on parts of Ocean Avenue, which does not currently have one. The Plan also proposes to widen sidewalks in the area to improve pedestrian access, and install boldly-marked crosswalks to improve pedestrian safety when crossing streets.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:

*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.

The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Ingleside service area includes the area west of Highway 280, east of Junipero Serra, south of Mangells, and north of Holloway and Ashton. An entrance to Highway 280 lies within ½ mile of the branch, providing cross-town access and access to the Peninsula. Ocean Avenue is a major street running east-west from the Excelsior District to the Sunset district, providing access to the southern part of the city, while Junipero Serra Boulevard runs north-south, connecting Ingleside to the West Portal neighborhood, to downtown and the northern part of the city via Portola/Market, and to the Peninsula via another connection to Highway 280.

To facilitate access for disabled users, there are curb cuts on every corner within 500 feet of the branch. No off street parking is provided by the library, but there are 15 - 1 hour metered spaces on Ocean within 500 feet of the branch, as well as 2 additional metered spaces available after business hours. There are also 22- 1 hour parking spaces available on Ocean within 500 feet of the branch. On side streets there 96 spaces within 500 feet of the branch. Most of these are in residential parking permit areas and are limited to two hours, while 10 of them are in a one hour parking zone. There is one handicapped parking space across the street from the branch. Further than 500 feet from the branch are additional metered spaces on Ocean Avenue, and parking controlled by residential parking permits on the side streets.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Ocean Avenue West of Howth Street	4	24,143	01/15/99
2. >	Ocean Avenue West of San Fernando Way	18	18,817	09/14/98
3. >	Ocean Avenue East of Cayuga Avenue	9	6,152	05/13/96
4. >	Ocean Avenue East of Phelan Avenue	4	29,084	09/07/94

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
   (within 500 feet of front door)

3. Number of parking spaces available on street.. > 133 spaces
   (within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 133 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?..................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations... > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:

$$\frac{\text{\# of Square Feet of Parking} > }{\text{\# of Square Feet of Building} >} = \frac{-\ \text{SF}}{6{,}100\ \text{SF}} = 0.00\ \text{SF of Parking / 1 SF of Building}$$

Example:

$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{15{,}000\ \text{SF}}{10{,}000\ \text{SF}} = 1.50\ \text{SF of Parking / 1 SF of Building}$$

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The Ingleside Branch is well served by mass transit, the library is easily accessible to pedestrians and bicyclists, and there is abundant on-street parking near the branch. Ocean Avenue is designated as an official city bike route. For pedestrians, the branch is surrounded by sidewalks, and there are curb cuts on all corners near the branch to facilitate handicapped access to the branch. The Ingleside branch has excellent mass transit options, with 9 transit stops within ¼ mile of the branch. 6 different transit lines bring people to the Ingleside neighborhood. The K street car line runs directly along Ocean Avenue, stopping within ½ block of the branch. There is a handicapped K stop 1 block away. The Phelan Loop transit hub near the branch brings 4 bus lines within ¼ mile of the branch, and the 29 bus line stops in front of the branch.

In the Balboa Park Station Area Plan, emphasis is placed on maximizing parking for people coming to Ocean Avenue for short-term purposes such as shopping or using the library. The Department of Planning document includes plans to: improve pedestrian access by installing boldly-marked crosswalks so drivers will be aware that pedestrians are crossing; designate Holloway Avenue, a street that runs parallel to Ocean two blocks to the south as a "bicycle boulevard" throughout the Ingleside branch service area; increase parking including conversion of some existing parallel parking to diagonal parking; installation of parking meters on side streets to discourage long-term parking close to the shopping area; and extending parking meters to the stretch of Ocean Avenue east of the branch, which is currently zoned as 1 hour parking but not metered. There are also plans to find nearby parking for local merchants and workers so that they will not take up spaces meant for Ocean Avenue shoppers.Community input was integral to creating the Balboa Park Plan.

The same types of concerns, the need for wide sidewalks and pedestrain paths were echoed in the library's needs assessment process. The Library found that the vast majority of users of the leased site branch (located 4 blocks west of the new branch) are residents, people that work close by & teachers and students from neighborhood schools.

The SF Planning Department environmental review (August 28, 2003) for this project, applying the *San Francisco Planning Code* Section 151, Schedule for Required Off-street Parking Spaces concluded that 'no off-street parking is required'.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The new Ingleside Branch Library is centrally located in its service area and has a prominent corner location on the main commercial thoroughfare, Ocean Avenue. It is located ______miles to the east of Junipero Serra Boulevard, a major north-south thoroughfare, and ____ miles to the west of Highway 28, a heavily used east-west freeway that connects San Francisco to the San Mateo penninsula. The library will be on the north east corner of a busy street on the eastern edge of the neighborhood commercial district. The library will serve as a bridge from the 1-2 story commercial buildings to the west and the multi-story mixed use development that is being planned as its neighbor to the east. Beyond the mixed use development is the City College main campus, which has multi-level buildings that are set back from the street. The City College campus is undergoing masterplanning and is planning for a new arts/cultural facility that will also face Ocean Avenue. The design of the branch provides for an exciting, uniquely shaped element on the corner of the site with an adjacent plaza area and building massing on Ocean Avenue frontage. The new branch will be a significant visual improvement over the fenced auto repair shop that is currently on the site.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The library site is a comer location on the busy main thoroughfare of the Ingleside neighborhood, Ocean Avenue. The new site, at .2 miles away, is easibly reachable from the current site. The site is also adjacent to a larger commercial property whiich is being developed as a mixed-use retail and housing development. The site is very close to the main campus of the City College, used by over _________students daily. The site is centrally located on the busy commercial avenue which is the heart of the Ingleside neighborhood. The site has close proximity to both retail businesses and residential neighborhoods.The site is also ______ miles from Interstate 280, a major east/west artery through southwestem San Francisco. The site is within several blocks of 2 elementary schools, 2 middle schools and 2 high schools.

Ocean Avenue is the main traffic and commercial artery of the neighborhood. Once a thriving area with supermarkets, banks and shops for residents, the 1980's and early 1990'2 saw a period of decline. In the Balboa Park Station Area Plan, the City's Planning Department focused on ways to improve the neighborhood which included the establishment of the new branch library on a key corner site. The City is making an investment in this neigborhood by providing enhanced light rail service, sidewalk repaving and lighting upgrades on Ocean Avenue. The new library will serve as the bridge between the older, established retail area and the new, more densely developed area as well as the City College campus.

Many bus and light rail lines run through this neigborhood, with Ocean Avenue as the key corridor. The new site is ___ miles from Balboa Park BART (Bay Area Rapid Transit) station, which is a main switching point for transportation throughout the Bay area.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library worked closely with the community and the Planning Department in selecting the library site. While the Library was looking for the site, the Planning Department was developing the Balboa Park Area plan which is the neighborhood of the library. Close collaboration occurred. The Library also worked closely with the City's Department of Real Estate to identify sites in the neighborhood that met the Library's criteria of at least 8,000 square feet , to accomodate a 6,100 sf facility, with good visibility and easy access. The Library is currently in a leased 1920's Bank of America facility which is architecturally charming but does not function well as a library. In March 2001, 8 possible sites were presented at a community meeting, including the existing location. The field was quickly narrowed to 4. The 4 sites were studied further, including an in-depth analysis of the existing location that showed renovation was not feasible. In April 2002, the Library Commission authorized staff to enter into negotiations for the proposed libary site at 1250 Ocean Ave. Negotiations were successful; and the City purchased the site in November 2003. This site, at 11,120 sf, was determined to be the most appropriate due to possibility of future expansion and location on a prominent comer of the neighborhood. Currently, there is an auto repair shop on the property which is a blight in the neighborhood; and residents are eager to welcome the public library on this site. The site is adjacent to a larger commercial site which is being planned for mixed use retail and housing and will blend well with the library. The planned library use on the comer site was included in the Balboa Park plan. The Library was also successful, with the help of the neighboring Westwood Park subdivison residents, in conducting an election to remove the library site from the 1917 subdivision design and development regulations.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Identifying available properties of at least 8-10,000 sf in a city as densely populated and as developed as San Francisco, is a great challenge. Another limitation that the Library imposed on its site review was that we would not displace any current housing. so the field of site choices was very limited in Ingleside and other neighborhoods as well.

The Library worked closely with the community in indentifying and vetting potential sites in Ingleside. The Ingleside commerical strip on Ocean Avenue has informal boundaries that are set by the neighborhood residents; and the Library was successful in identifying a site within these parameters. The Library also worked closely with the Planning Department in integrating the Library's needs and desires for its site in the Balboa Park Station Area Plan.

The library site was selected for several key reasons. It is a corner site of 11,120 sf that will provide a prominent, easily visible and accessible location for the new library and also provide room for future expansion. Also, the current use on the site, is an auto mechanic garage. It is unsightly to public view, cars being repaired create traffic and parking hazards, and the gateway corner to the Ingleside neighborhood does not represent an exciting or welcoming view into the neighborhood. The new library will provide an exciting and uplifting presence in the neighborhood. The library will be designed with some plaza area on Ocean Avenue but also much active space that is close to the sidewalk"s edge and will bring activity to the busy streetscape.

The site is flat and somewhat angular, but basically square. There is a Public Utilities Commission easement on the easterly side of the site which will bel be developed into a natural areas greenspace. The site is located in the Westwood Park subdivision, which was established in 1917. Properties in the subdivision are regulated by convenants, conditions and restrictions (CCR's) regarding design restriction on properties within the subdivision. The Library, witht the assistance of the Westwood Park Homeowner's Association, was able to have an amendment approved by the property owners that removed the Library from the CCR's of the subdivision. This was the first amendment to the Westwood Park CCR's that has been passed in over 40 years. The immediate neighbors strongly suppor this project as does the entire neighborhood

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		Square Footage
1. Proposed Library Building Footprint[1]	>	6,100 SF
2. Proposed Library Surface Parking Lot	>	SF
3. Proposed Library Parking Structure Footprint[1]	>	SF
4. Future Library Building Expansion Footprint[1]	>	SF
5. Future Library Parking Expansion	>	SF
6. Required Local Zoning Set-Backs	>	SF
7. Desired Aesthetic Set-Backs & Amenities	>	5,020 SF
8. Miscellaneous & Unusable Space	>	SF
9. Total Square Footage of Library Project Site	>	**11,120** SF
10. Proposed Under-Building Parking	>	SF

[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only		*A* Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, Including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > NC-2, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ● No ○

4. If so, list the date the variance or waiver has been or will be granted: > 02/26/04 (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 12,230	
6. >	Building Permit & Plan Check	$ 26,100	
7. >	Site Acquisition Fees	$ 26,600	11/17/03
8. >	Demolition Permit	$ 5,350	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Ingleside Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under Class I (l) (3), and Class 3 (c).

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The orientation, massing, fenestration for the proposed design respond to the site opportunities for energy conservation by incorporating several sustainable design concepts. The L-shaped design maximizes north and south-facing exposures, while minimizes western exposure. Generous use of north and south-facing glazing and clerestory windows will provide daylighting throughout the library. South facing glazing will incorporate solar control devices, such as exterior metal louvres, that will allow maximum penetration of glare-free natural daylighting. Further energy savings wil be realized through the use of daylighting controls such as a stepped dimming system which will automatically reduce interior electric lighting to compensate for the natural daylighting contribution to the interior lighting levels. An occupant-sensor lighting controls will be incorporated in classrooms, restrooms, and staff work areas. The resulting reduction of interior electrical lighting power needs will reduce power consumption year-round.

In addition to daylighting, the use of mechanically-assisted natural ventilation will increase energy savings. The project proposed to use windows and door systems that have insulating glass with thermal breaks and interior solar thermal storage within walls and floor finishes (designed for winter sun angles). Operable windows including the high clerestory windows are incorporated in the design as part of a passive cooling strategy that makes use of natural ventilation.

Other sustainable design concepts to be included are emphasis of draught tolerant plants, including native and naturalized species; reduction of ambient site heat through tree shading and paving systems; water use control through plumbing fixture selection and irrigation control; high R-value insulating materials on the buillding envelope; reduced impact on landfill through construction management and recycling; selection of locally produced renewable materials; selection of materials that produce less pollution in manufacturing and that contain less toxicity installed.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago?	Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places?	Yes ○ No ●
3. A National Historic Landmark?	Yes ○ No ●
4. A National Monument?	Yes ○ No ●
5. On County or Municipal Historic Designation list?	Yes ○ No ●
6. On the California Register of Historical Resources list?	Yes ○ No ●
7. A California Historical Landmark?	Yes ○ No ●
8. A State Point of Historical Interest?	Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency?	Yes ○ No ●
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed?	Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After reviewing existing site data, field investigation, soils testing and engineering analyses, the firm of Fugro West, Inc. completed the Geotechnical Report dated February 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: The subsurface materials consist predominantly of sand. About the upper 6 to 7 feet of natural sandy soils encountered are in a loose to medium dense state. Below these depths, the natural soils are generally stiff to very stiff or dense to very dense to the depths explored (45 feet).

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site. However, in October 1997 contaminated soil was excavated from a former underground storage tank located in the southeast quadrant of the site and backfilled with pea gravel and clean imported sand. The City's Department of Public Health declared the site clean before it was purchased by the library.

Unstable slopes: The site slopes gently downward towards the west and has an approximate elevation of +275 feet (MSL Datum).

Active seismic zones: Though the site is in a seismically active region, it is not located within a State of California Alquist-Priolo Earthquake Hazard Zone. The site is approximately 4.6 kilometers from a Type A Seismic Source (the San Andreas Fault) as shown on the Active Fault Near-Source Zones Map accompanying the 1997 Uniform Building Code. The risk of surface fault rupture at the site is considered to be very low. The risk of landsliding is also low due to the relatively level surface topography in the general area of the site.

Ground water: Previous groundwater monitoring data indicates that the depth to groundwater at the site is greater than 10 feet. Seasonal depths to groundwater at the site vary between 11.7 and 22.7 feet below grade.

Areas prone to liquefaction: The upper 6 to 7 feet of soil at the site includes loose to medium dense sand. Under natural conditions, these soils are generally above groundwater and unsaturated, and therefore sufficiently dense not to be prone to liquefaction. The Geotechnical Report judged the overall risk of liquefaction at the site to be very low.

Impact on cost: The conditions noted above and recommendations below will not increase the cost of developing the site for a public library building. The Geotechnical Report concludes that the proposed library is feasible from a geotechnical standpoint. They consider the key geotechnical consideration facing the project to be the loose sandy soils present below the level of planned improvements. The report states that the new building could be constructed as planned and could be supported on spread footing foundations provided that the upper 5 feet loose to medium dense sandy soils are overexcavated and recompacted as engineered fill. Section 5 of the Geotechnical Report gives specific recommendations for structural elements such as seismic design, site grading, spread foot foundations, and concrete slab-on-grade. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Auto Mechanic Shop	$ 84,000
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 84,000**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability		Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ●	No ○	> $ 0
2. Fiber Optic Cable	Yes ○	No ●	> $ 0
3. Telephone	Yes ●	No ○	> $ 0
4. Gas	Yes ●	No ○	> $ 0
5. Cable TV	Yes ●	No ○	> $ 0
6. Storm Sewer	Yes ○	No ●	> $ 0
7. Sanitary Sewer	Yes ●	No ○	> $ 0
8. Water	Yes ●	No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities.. >	$ 127,150	$
2. Cut, Fill & Rough Grading.. >	$ 13,000	$
3. Special Foundation Support (pilings, etc.).................... >	$ 0	$
4. Paving, curbs, gutters & sidewalks............................ >	$ 51,750	$
5. Retaining Walls.. >	$ 0	$
6. Landscaping... >	$ 87,000	$
7. Signage... >	$ 24,850	$
8. Lighting... >	$ 16,250	$
9. Removal of underground tanks................................. >	$ 0	$
10. Removal of toxic materials...................................... >	$ 0	$
11. Rock removal... >	$ 0	$
12. Traffic signals.. >	$ 0	$
13. Other (Specify): ______ >	$ 0	$
14. Other (Specify): ______ >	$ 0	$
15. **TOTAL SITE DEVELOPMENT COSTS:**.................... >	$ 320,000	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A.	**County: >**	City & County of SF	**County Locality B. Adjustment Factor:>**	1.2	**X**	**Appropriate C. New Cost/SF:>**	$ 202 **/SF =**	**D. >**	$ 242 **/SF**
		Name of Project County					**(Select: 1A or 1B)**		
[Example:		Solano		1.07	X		$ 202 /SF =		$ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 /SF
(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4)	**Number A. of Months:>**	53 **X .002 =**	**Inflation B. Factor: >**	.106	**X**	**Locally Adjusted C. Construction $/SF: >**	$ 242 **/SF =**	**Additional $/SF D. >** $ 26 **/SF**
		(1/5%)					**(Re-enter 3A)**	
[Example		14 X .002 =		.028	X		$ 216 /SF =	$ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5)	**Additional A. Cost/SF: >**	$ 26 **/SF +**	**Locally Adjusted B. Construction $/SF: >**	$ 242 **/SF =**	**Eligible Projected C. Construction $/SF: >**	$ 268 **/SF**
		(Re-enter 4D)		**(Re-enter 4C)**		
[Example		$ 6 /SF +		$ 216 /SF =		$ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 268 **/SF**
(Re-enter 5C)

Multiplied By

7) The Square Footage of New Construction: > 6,100 **SF**

Equals

8) The Eligible Projected Construction Cost: > $ 1,634,800

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: *(10% of Line 8)* > $ 163,480

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF		Example:
A. >			$	/SF	$ 230 /SF
B. >			$	/SF	$ 210 /SF
C. >			$	/SF	$ 220 /SF
D. >			$	/SF	/SF
E. TOTAL		>	$	/SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ /SF	**Divided by** >		=	> $ 0 /SF
Re-enter Line E		# of Projects		Locally Determined Comparable Cost per Square Foot

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an Inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11)	**A. Number of Months:** >	**X .002 =** (1/5%)	**B. Inflation Factor:** >		**X**	**C. Locally Determined Comparable $/SF:** >	0 (Re-enter 10)	**/SF = D.** > **$ /SF**

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12)	**A. Additional Cost/SF:** > **$ /SF +** (Re-enter 11D)	**B. Locally Determined Construction $/SF:** >	0 **/SF =** (Re-enter 11C)	**C. Eligible Projected Construction $/SF:** > **$ /SF**

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > **$ /SF** (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > **SF**

Equals

15) The Eligible Projected Construction Cost: > **$**

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > **$**

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction	$ 1,634,800	$ 43,200
2)	Remodeling Construction	$ 0	$ 0
3)	Contingency	$ 163,480	$ 4,320
4)	Appraised Value of Building	$ 0	$ 0
5)	Appraised Value of Land	$ 1,680,000	$ 0
6)	Site Development	$ 320,000	$ 0
7)	Site Demolition	$ 84,000	$ 0
8)	Site Permits & Fees	$ 70,280	$ 0
9)	Site Option to Purchase Agreement	$ 0	$ 0
10)	Furnishings & Equipment Costs	$ 727,100	$ 0
11)	Signage	$ 59,200	$ 0
12)	Architectural & Engineering Costs	$ 578,800	$ 0
13)	Construction Cost Estimator Fees	$ 14,300	$ 0
14)	Interior Designer Fees	$ 18,700	$ 0
15)	Geotechnical/Geohazard Reports	$ 9,550	$ 0
16)	Hazardous Materials Consultant Fees	$ 74,600	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	$ 45,200	$ 0
18)	Library Consultant Fee	$ 24,400	$ 0
19)	Construction Project Management	$ 170,450	$ 0
20)	Other Professional Fees	$ 84,250	$ 0
21)	Local Project Administration Costs	$ 17,410	$ 0
22)	Works of Art	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	$ 0	$ 10,000
24)	Acquisition of Library Materials	$ 0	$ 0
25)	Other (Specify):	$ 0	$ 0
26)	Other (Specify):	$ 0	$ 0
27)	Other (Specify):	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:**	**$ 5,776,520**	**$ 93,750**

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		$ 3,754,738
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		$ 2,021,782
	Sources of Local Matching Funds:		
	31) City	$ 1,894,983	
	32) County	$	
	33) Special District	$	
	34) Private	$ 155,000	
	35) Other (Specify):	$	
36)	Local Credits [Land[2] and A&E Fees]		$
37)	Adjusted Local Match [Line 30 minus Line 36]		$ 2,021,782
38)	Supplemental Local Funds [Same as Line 28 ineligible]		$ 93,750
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		**$ 5,870,270**

---

[1] ***Up to a maximum of $20,000,000***

[2] ***Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]***

Projected Library Operating Budget

(New Public Libraries, Including Conversion Projects except Multipurpose Projects)

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	$ 100,381	$ 290,070
2. Facilities Costs	$	$ 25,778
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify):		
3. Equipment & Supplies Costs	$ 4,000	$ 2,500
Equipment		
Supplies		
4. Materials	$ 25,000	$ 50,000
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project)	$	$ 26,994
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify):		
6. Miscellaneous (Other)	$	$ 0
7. TOTAL EXPENDITURES:	$ 129,381	$ 395,342

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ____________	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue *(Multipurpose Projects Only)*

27. State Matching Funds (65% of Line 26 total eligible costs[1])………………………………… > $ ________

28. Local Matching Funds……………………………………………………………… > $ ________

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City……………………………………………………………… > $ ________

30. County……………………………………………………………… > $ ________

31. Special District……………………………………………………… > $ ________

32. Private……………………………………………………………… > $ ________

33. Other (Specify): ________________ > $ ________

34. Local Credits [Land[2] and A&E Fees]……………………………………… > $ ________

35. Adjusted Local Match (Line 28 minus Line 34)……………………………… > $ ________

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)………… > $ ________

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**……………………………… > $ ________

---

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	>	$	$
2. **Facilities Costs**	>	$	$
Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify): ________________			
3. **Equipment & Supplies Costs**	>	$	$
Equipment Supplies			
4. **Materials**	>	$	$
Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats			
5. **Other Allocations** (As applicable to the proposed project)	>	$	$
Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify): ________________			
6. **Miscellaneous (Other)**	>	$	$
7. **TOTAL EXPENDITURES:**	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Ingleside Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund .

Because the current Ingleside library facility is in leased quarters with a ten-year lease, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.671 FTE (full-time equivalents) in place. The new branch is being designed with self-service features such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreement with the Aptos Middle School, the first priority for additional staff will be increasing the current .4125 FTE Youth Services Librarian to a full-time position as well as additional 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $38,000 is spent annually for the materials collection of the Ingleside Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 30% to $50,000 annually when the new building is open. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an electrician, painter, carpenter and 10 building engineers on staff as well as custodial and security staff.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/15/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	11/18/03
3. Schematic Plans Completion	>	01/16/04
4. Design Development Plans Completion	>	11/11/04
5. Working Drawings (90%) Completion	>	03/04/05
6. Construction Documents Completion	>	04/25/05
7. Project Advertised for Bids	>	05/09/05
8. Start of Construction	>	09/06/05
9. Estimated Mid-Point of Construction	>	06/06/06
10. Completion of Construction	>	03/08/07
11. Opening of Library Building to the Public	>	04/09/07
12. Final Fiscal & Program Compliance Review Completed	>	04/09/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

>	>
Signature	Date
> Willie L. Brown Jr.	> Mayor
Name (type)	Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

>	>
Signature	Date
> Susan Hidlreth	> City Librarian
Name (type)	Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY

COMMISSION RESOLUTION NO. 10-03

PORTOLA BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Portola Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Portola Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Portola Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ingleside Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
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November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Portola Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $130,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco *Los Angeles* *Santa Barbara* *San Diego* *Las Vegas* *New York*

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    - H. Maps of Site
    - I. Site Appraisal

Needs Assessment, Plan of Service, Building Program & Joint Use Cooperative Agreement

4. Community Library Needs Assessment
5. Library Plan of Service
6. Building Program
7. Cooperative Agreement

Conceptual Plans

8. Conceptual Plans
    - J. Area Plan
    - K. Site Plan
    - L. Floor Plan
    - M. Building Sections
    - N. Elevations
    - O. Outline Specifications

Financial and Certifications

9. Financial and Certifications
    - P. Construction Cost Estimate
    - Q. Resolution by the City and County of San Francisco Board of Supervisors
    - R. Private Funds

DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Portola Branch Library

2. **Type of Applicant Jurisdiction:** > *(Check one only)* City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco
Legal name of jurisdiction that will own building
(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.
Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.
E-mail: > damayor@sfgov.org
Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA
Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234
E-mail: > mthompson@sfpl.org
Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street
San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor
1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > Jeanne Goodrich

(If applicable)

Title: > Jeanne Goodrich Phone: > 503.335.8161

E-mail: > Goodrich@teleport.com

Address: > 3424 NE 25th Avenue, Portland OR 97212

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Chris Noll **License #** > C-15916

Providing construction budget estimate and/or conceptual plans.

Title: > Lead Designer, Stoner Meek Noll & Tam, a Joint Venture Phone: > 415.982.0396

E-mail: > chris@nollandtam.com

Address: > 982 Market Street, Suite 2006
San Francisco,CA 94104

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Mark Kelley

(If applicable)

Title: > Principal, Mack 5 Phone: > 510.548.4300

E-mail: > markelley@mack5.com

Address: > 2560 9th Street, Suite 319A
Berkeley, CA 94710

18. Hazardous Materials Consultant: > Melissa Tumbleson, P.E., REA

(If applicable)

Title: > Project Manager, Weiss Associates Phone: > 510.450.6000

E-mail: > mjt@weiss.com

Address: > 5801 Christie Avenue, Suite 600
Emeryville, CA 94608

19. Project Interior Designer: > Chis Noll

(If applicable)

Title: > Lead Designer, Stoner Meek Noll & Tam, a Joint Venture Phone: > 415.982.0396

E-mail: > chris@nollandtam.com

Address: > 982 Market Street, Suite 2006
San Francisco,CA 94104

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. Construction of a New Public Library Building > 6,300 SF

2. Conversion of an Existing Building into a New Public Library Building > ________ SF

3. Conversion and Expansion of an Existing Building into a New Public Library > ________ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ________ SF

Expansion: > ________ SF

Priority:

☐ *First Priority "Joint Use"*

- ☐ Co-Location Joint Use
- ☑ Joint Venture Joint Use

- ☐ Computer Center
- ☑ Family Literacy Center
- ☑ Homework Center
- ☐ Shared Electronic/Telecommunications
- ☐ Subject Specialty Center
- ☐ Career Center
- ☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ________

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. Remodeling an Existing Public Library Building > ________ SF

5. Remodeling and Expansion of an Existing Public Library Building > ________ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ________ SF

Expansion: > ________ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ________

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. Dedicated to Public Library Use > ______ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. Dedicated to "Other" Uses **SQ FT**

A. Specify > ______ ______ SF

B. Specify > ______ ______ SF

C. Specify > ______ ______ SF

D. Specify > ______ ______ SF

E. Specify > ______ ______ SF

F. Specify > ______ ______ SF

G. Specify > ______ ______ SF

H. Specify > ______ ______ SF

3. Subtotal: Dedicated to "Other" Uses > 0 SF 0
Add Lines 2A SF thru 2H SF *Line 3 SF divided by (Line 1 SF + Line 3 SF)*

4. Common Areas[1]

5. Subtotal: Total of Common Areas[1] > ______ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE > 0 SF
Line 1 SF + Line 6 SF

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[1] *"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 8,411
2. *Source:* > U.S. Census 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 35%
4. ***Public library project's service area 2000 population:*** > 11,387
5. *Source:* > U.s. Census 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 2%
7. ***Public library project's service area 2020 population:*** > 11,619
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 592
10. *Source:* > E.R. Taylor Elementary School, San Francisco Unified School District (SFUSD) records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 90%
12. ***Project's public school attendance area(s) 2000 student population:*** > 1,127
13. *Source:* > E. R. Taylor Elementary and Martin Luther King Middle Schools, SFUSD records, 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > ______ SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general oblogation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Portola Branch will become one of those community centers, with a program room to support the collaboration with MLK Middle and ER Taylor Elementary Schools and to provide library programs and community after-hours events. Near-by branches are also being renovated and increasing in size. The 8,500 square foot f Visitacion Valley Branch, currently in a 2,300 square foot leased facility, will be in a new facility slated to open by Summer 2007. The Bayview Branch will be renovated and expanded or may be relocated to a new building in a town center complex adjacent to the community opera house by Summer 2009. The Bernal Heights Branch will be completely renoovated with a small expansion by Fall 2008. At this time, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
[See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 1,287,000
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
(or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The branch site is located mid-point in the San Bruno Avenue commercial district which extends from Silver Avenue to approximately Mansell Street. The Avenue is lined with small businesses, green grocers, restaurants and bakeries and is the focal point for neighborhood activity. While heavily trafficked this community relys heavily on pedestrian pathways represented by wide sidewalks on San Bruno itself and by sidewalks on all of the side streets which lead from residential blocks to this 'community center'. The new branch will be located at the corner of Bacon and Goettgengen, 3 blocks west of the Avenue. This is also within 2 blocks of 2 public and 1 parochial school, a recreation center and playground, several churches and residential housing (mostly single family). Bayshore Boulevard and Freeway (Hwy 101) 4 blocks east marks the geographical eastern boundary of Portola's service area. One mile north/northwest is Interstate 280 and Alemany Boulevard which form the northern boundary. McLaren Park with it's rolling hills define the south west corner of the service area.

A survey (see Needs Assessment attachment X) of branch users confirmed what staff anicodial knew, the vast majority, 90.5% of survey respondents,of those that use the branch are residents of the Portola community. When these statistics are looked at by age group 88.3% of adults and 78.7% of children identify them selves as Portola residents. Some of the children that use the branch attend the near by schools but may not live in the neighborhood because of San Francisco Unifed School Districts busing policies. This location is ideally suited to serve the needs of the branch's service area. Located between the elementary school and middle school with which the library will implement cooperative agreements, students and parents will more readily visit the branch to access its programs.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 4

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The branch will be located close to public transportation. A MUNI bus stop at Bacon and Goettingen Streets with service for the 54-Felton line would be located in front of the entrance to the proposed library. This is a community that relys on bus service, children currently wait for the bus at the Bacon and Goettingen corner after school and arrive here in the morning. Adults and families rely on these lines and the numerous others that serve the San Bruno Avenue corridor to travel to work and throughout the city. The architects have taken this into consideration in the design. At more than one community meeting residents expressed how much use the current covered bus stop in front of the site gets by students, seniors and families. A covered area that is well-lit, dry and safe is important to the branch's success and role in the community. Library users of all ages strongly desire a safe place to wait for public transportation at the new branch. Creating a place that feels safe and welcoming to all age groups is an important aspect of the library's service plan.

Four municipal bus lines serve the branch location, the following lines operate within ¼ mile:

54 Felton (at branch entrance and kittycorner)—every 22 minutes to 1:30 AM
9 San Bruno (3 blocks east)—every 10-12 minutes to 7:00 PM
9X San Bruno Express—(3 blocks east)—every 10-12 minutes to 7:00 PM
90 Owl—every 30 minutes, nights only to 5:00 AM

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

The location of the new branch, 3 blocks off of the major business center in a more residential neighborhood provides a more suburban feel and a quieter traffic pattern. All of the side streets in the immediate area have side-walks creating a pedestrian friendly environment. It is anticipated that the high population of school-age children will be the heaviest bicycle users, arriving from home or visiting the branch after school. Residents will be able to easily and safely walk or ride to the branch from home, the business district or area bus stops. There are bike and pedestrian paths in McLaren Park, less than a mile away. Branch vistors may also include the library as part of a longer trip using these pathways.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle Parking Requirements for City-Owned and Leased Buildings stipulate that the Portola Branch Library have the following:

*Class 2 Bicycle Parking spaces - These are bicycle racks which permit locking of the bicycle frame and one wheel to the rack and which support the bike in a stable position without damage to wheels, frame or components.

*The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

*Section 155.1. (c) Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Portola neighborhood is surrounded by 5 major thoroughfares offering easy access by automobile in and out of the neighborhood, to the branch, to other parts of the city and within the community. Within 1/2 mile of the branch is an entrance/exit to two major freeways Interstate 101 and Interstate 280 providing cross-town access. San Bruno is a major street running north to south from Bernal, through the Portola and Visitacion Valley neighborhoods. Bayshore Boulevard, which is south of Mansell on the outer boundary of the service area provides access from Brisbane to other major streets such as 3rd which extends to the Embarcadero at the northern most point of the city. Alemany Boulevard provides access to residents in the North west section of the service area and to those entering or exiting ot the Excelsiro and Glen Park neighborhoods.

To facilitate access for disabled users, there is 1 curb cut at the library entrance, 3 at Somerset/Bacon, 1 at Goettingen/Burrows and 1 at Bacon/Brussels. A blue zone will be requested for the area immediately adjacent to the library entrance. No off-street parking is provided by the library but there are plenty of unmetered spaces in the front of the branch and on the adjacent side streets. There is no residential permit required making on-street parking available on a first come basis. Staff at the two adjacent schools have access to off street parking in employee/visitor only lots located on school district grounds. Thereby, not contributing to the demand for on-street temporary parking.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Silver Avenue East of Madison Street	19	10,851	02/17/00
2. >	San Bruno Avenue North of Mansell Street	8	5,260	10/12/00
3. >	San Bruno Avenue South of Felton Street	5	11,712	03/24/98
4. >	San Bruno Avenue South of Wayland Street	4	9,865	03/24/98

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
   (within 500 feet of front door)

3. Number of parking spaces available on street.. > 85 spaces
   (within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking.. > 85 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations... > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:

$$\frac{\text{\# of Square Feet of Parking} > \text{- SF}}{\text{\# of Square Feet of Building} > \text{6,300 SF}} = 0.00 \text{ SF of Parking / 1 SF of Building}$$

Example:

$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{\text{15,000 SF}}{\text{10,000 SF}} = 1.50 \text{ SF of Parking / 1 SF of Building}$$

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking...................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The Library is not planning to include on-site, off-street parking at the new branch. There are 85 unmetered and no metered spaces within 500 feet, on both Goettgengen and Bacon. There are 2 red zones (hydrants) and a ¾ block long white zone for the elementary school. There is no permit parking in the area. Off-street parking is provided for staff and visitors at the two adjacent public schools. The block of Goettengen between Bacon and Burrows has no residential homes, school property is on both sides of the block. As a result this block offers parking on both sides of the street and it is often vacant.

The Planning Department Environmental Review of the 380 Bacon site (August 28, 2003) concluded, "No off-street parking spaces would be displaced and none are planned. According to the *San Francisco Planning Code* Section 151, Schedule for Required Off-street Parking Spaces, for arts use or activitiy (libraries), one parking space is required for each 2,000 sf of occupied floor area, where the occupied floor area exceeds 7,500 sf. the total proposed occupied floor area of the proposed project would be approximately 6,000 sf. Therefore, no off-street parking would be required for the proposed project. "

The Portola neighborhood has very good parking and bus service and, except for 1 big hill to the south west is a good walking and bicycling neighborhood. No increased demand for parking is anticipated due to the available pool of parking spaces, the presence of excellent public transportation in the area and in anticipation of the majority of users being local residents or students or teachers at the adjacent schools.

The library will provide on-site secure bicycle parking anticipating a heavy demand from students and others. Given the adjancy of the branch to the two schools with which the library has co-operative agreements we anticipate that students and teachers will freely go from the schools to the branch without the need to use an automobile. The middle school has extended after school programming which will make this even more likely.

The Library site is close to a variety of public transportation options. A MUNI bus stop at Bacon and Goettingen Streets with service for the 54-Felton line would be located in front of the entrance to the proposed library. Four municipal bus lines are within a 1/4 mile of the branch.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The library will be in the geographical center of the library service area. It is 3 blocks to the west of the major commercial thoroughgfare, San Bruno Avenue, and on a major bus line. The library will be situated between the MLK Middle and the ER Taylor Elementary Schools, each with their own architectural style. On the northeast corner of an intersection, the library will be clearly delineated from both schools and will have its own distinctive statement.

Because the library is set in a residential neighborhood, the scale ot the building is somewhat low so that it will blend with other structures. Location of the entrance was a key design decision; and the commuinity strongly supported the entrance on Goettingen Street, which is the less busy of the two streets upon which the library will front, but will provide a quieter and safer entrance. Students will be entering the school from both east and west directions and the proposed entrance provides safe access for students. The entrance and roofline is also highlighted by the creation of a porch or exterior entry-way space that wraps around to the Bacon Avenue side to create a welcoming persona for this facility set in a residential neighborhood.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The Portola neighborhood is a quiet area, with a more suburban quality than many other San Francisco neighborhoods. The site for the new library is in within a residential neighborhood in the middle of two public schools. Although the site is not on the major commercial street in the neighborhood, it is only two blocks above that street and is on a major bus line. Its proximity to the schools as well as its adjacency to the commerical district create an inviting, calm environment that is sure to be extremely active when schools are not in session. Although parking is not required for any public libraries in San Francisco, the availability of on-street parking and potential parking on school property, when schools are not in session, is a welcome potential benefit to this site. The new Portola Branch will contribute to the integration fo the middle and elementary school campuses,. which are now separated by large playing fields and a street. The new branch will serve as a bridge betweem these two public facilities. Also, the current branch is located on the northern end of San Bruno Avenue, which is an extremely busy and congested thoroughfare. The location of the new library will draw traffic off of San Bruno Avenue which will help mitigate its business and extreme lack of parking availability. Major transportation lines criss-cross the Portola neighborhood; and the branch will be within safe walking distance for many neighborhood residents.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library undertook an extensive site selection process for the Portola Branch Library. Working closely with the City's Department of Real Estate, the Library identified sites that met its criteria of at least 8,000 sf with good visibility and easily accessible. In April 2001, based on an initial review of possible properties, 7 sites were presented to the community and the field was narrowed to three sites, although none were exceptional. The branch is currently located in a leased facility that is on the main shopping thoroughfare of the neigborhood but is on an extremely busy corner that is directly opposite an exit ramp for Highway 101. The current location, although it was considered, is considered by some users to be a dangerous location. In August 2001, the Library Commission authorized negotiation on 4 sites, but that quickly narrowed to the two most viable sites, the Boys and Girls Club on San Bruno Avenue, a busy commercial street, and a portion of the MLK Middle School in a corner location a few blocks above San Bruno Avenue.

The Boys and Girls Club site, although a central location in the heart of the Portola shopping district on San Bruno Avenue, was a very tight site of 8,120 square feet and would have required additional floors for expansion possibilities. The MLK Middle School occupies a full city block and has several under-utilized areas including the corner that was proposed as the library site. The site is 8,800 square feet on a busy corner by a bus stop, with possible future ex.pansion to the east on current school district property. The location between both a middle and elementary school seemed to open up a world of opportunity for cooperation with the branch and the schools.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Site acquisition is very challenging in a densely populated urban city like San Francisco. The Portola neighborhood had a distinctive challenge because the eastern side is virtually cut off from other near-by neighborhoods by Highway 101. Although we initially focused on properties on San Bruno Avenue, the main commercial thoroughfare, properties available here were very small or otherwise constrained. In fact, one potential property had to be rejected because, in addition to the purchase price, we would have had to pay $1million for relocation benefits for a billboard on top of the building that faced HIghway 101!

The site selected is strongly supported by the community. There was discussion at several community meetings about the location of the library virtually on a school site. The users supported this important adjacency and also urged architects to design a library that had both quiet and active spaces to support adult and student users.

The site acquisition had to be approved by the San Francisco Unified School District (SFUSD) and was the subject of several hearings by committees and the full SFUSD board of trustees. The acquistion of this specific property initiated a broader discussion regarding the opportunity of collaboration with the public library, including several joint use agreements for Propositioh 14 projects. The funds from the sale of the property also benefited the SFUSD in a year where finances were very constrained.

The slight slopes somewhat from Goettingen Street to the rear of the sight. Designers are very away of this slope and are considering it in all building plans. It does not appear to be a major drawback and can be mitigated by an effective design.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		**Square Footage**
1. Proposed Library Building Footprint[1]	>	6,300 SF
2. Proposed Library Surface Parking Lot	>	0 SF
3. Proposed Library Parking Structure Footprint[1]	>	0 SF
4. Future Library Building Expansion Footprint[1]	>	2,200 SF
5. Future Library Parking Expansion	>	0 SF
6. Required Local Zoning Set-Backs	>	0 SF
7. Desired Aesthetic Set-Backs & Amenities	>	300 SF
8. Miscellaneous & Unusable Space	>	0 SF
9. Total Square Footage of Library Project Site	>	**8,800 SF**
10. Proposed Under-Building Parking	>	0 SF

[1] ***"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.***

Multipurpose Building Projects Only		A Library[2] Dedicated SQ FT	B Library Portion of Common SQ FT	C Other[3] Common SQ FT	D Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[3] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Zoning

Classification

1. What is the current zoning classification of the site? > RH-1, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ●

4. If so, list the date the variance or waiver has been or will be granted: > ____________ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Site Acquisition Costs	$ 28,450	
6. >	Planning Approvals	$ 4,800	
7. >	Building Permit & Plan Check	$ 31,700	
8. >		$	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Portola Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under State CEQA Guidelines, State Class Number 3(c), I(I)4, and Class 15.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

On the most fundamental level, the building envelope will be highly insulated to minimize heating and cooling demand.

A mixed mode system of evaporative cooling and under-floor air distribution will be used The building is designed to take advantage of the more efficient system (such as by delivering air at a higher temperature, integration of operable windows, the slab effect and natural convection) to condition the air passively and to delay operation of the active system components. higher efficiency, cooler operating lighting will further help maximize energy savings. High performance glazing will be used in all vertical windows. Skylights will be of insulating sandwich construction. These skylights will provide a low-glare source of natural illumination deep in the building interior.

Reduction in the watts/square foot limitations set by TItle 24 requires careful selection of the most efficient fixtures for the specialized needs of libraries. Adequaate lighting must be maintained while lowering overall energy consumption. Additional energy savings will be achieved through programmable lighting controls that provide automatic shutoff control after hours and on holidays, automatic presets with manual overrride and occupancy sensors. Efficient fluorescent fixtures with dimmable ballasts will permit the implementation of "daylight harvesting" techniques. Photocell controls will automatically and evenly dim the fixtures in the public areas in response to available levels of daylight.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●
3. A National Historic Landmark? Yes ○ No ●
4. A National Monument? Yes ○ No ●
5. On County or Municipal Historic Designation list? Yes ○ No ●
6. On the California Register of Historical Resources list? Yes ○ No ●
7. A California Historical Landmark? Yes ○ No ●
8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After field investigation, soils testing and engineering analyses, the firm of Treadwell & Rollo completed the Geotechnical Report dated March 31, 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: Shallow borings encountered poorly graded sands to clayvey sand. At a depth 2 feet below ground surface a clay lens was intercepted. Deeper borings encountered generally the same materials, with silty sands encountered at 10 feet. The sand ranged from medium dense to very dense. Only native soils were drilled in the subsurface.

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site.

Unstable slopes: The surface of the site is essentially level.

Active seismic zones: The site is in a seismically active region. Published data indicate neither known active faults nor extensions of active faults exist beneath the site. Therefore, the potential of surface rupture occurring at the site is low.

Ground water: Ground water was encountered at a depth of 19 feet below ground surface.

Areas prone to liquefaction: Because of the high blowcounts in the sand or the sand containing sufficient clay fraction, the Geotechnical Report determined that the liquefaction potential of the soil layers is low. The site is outside of zones of liquefaction potential, as defined by the Seismic Hazards Mapping Act.

Impact on cost: The conditions noted above will not increase the cost of developing the site for a public library building. The engineer's conclusion was that the new building could be constructed as planned and could be supported on a shallow wall foundation system consisting of wall or spread footings. They indicated that site soils are adequate to support the proposed structure with appropriate moisture conditioning and compaction. Section 5 of the Geotechnical Report gives specific recommendations for structural elements such as site preparation, foundations, slab-on-grade floor, backfill and compaction, and seismic design. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Retaining walls & paving	$ 16,400
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> $ **16,400**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	> $ 0
2. Fiber Optic Cable	Yes ○ No ●	> $ 0
3. Telephone	Yes ● No ○	> $ 0
4. Gas	Yes ● No ○	> $ 0
5. Cable TV	Yes ● No ○	> $ 0
6. Storm Sewer	Yes ○ No ●	> $ 0
7. Sanitary Sewer	Yes ● No ○	> $ 0
8. Water	Yes ● No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities	> $ 154,700	$ 0
2. Cut, Fill & Rough Grading	> $ 31,850	$ 0
3. Special Foundation Support (pilings, etc.)	> $ 0	$ 0
4. Paving, curbs, gutters & sidewalks	> $ 41,150	$ 0
5. Retaining Walls	> $ 14,100	$ 0
6. Landscaping	> $ 48,700	$ 0
7. Signage	> $ 650	$ 0
8. Lighting	> $ 7,250	$ 0
9. Removal of underground tanks	> $ 0	$ 0
10. Removal of toxic materials	> $ 0	$ 0
11. Rock removal	> $ 0	$ 0
12. Traffic signals	> $ 0	$ 0
13. Other (Specify):	> $	$
14. Other (Specify):	> $	$
15. TOTAL SITE DEVELOPMENT COSTS:	> $ **298,400**	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: **$202 /SF**

B. For square footage added to an existing building, i.e. "expansions": **$238 /SF**

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > City & County of SF (**Name of Project County**) **County Locality B. Adjustment Factor:>** 1.2 **X** **Appropriate C. New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF**
(Select: 1A or 1B)

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF**
(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) Number A. of Months:> 53 **X .002 =** **(1/5%)** **Inflation B. Factor: >** .106 **X** **Locally Adjusted C. Construction $/SF: >** $ 242 **/SF =** **(Re-enter 3A)** **Additional $/SF D. >** $ 26 **/SF**

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) Additional A. Cost/SF: > $ 26 **/SF +** **(Re-enter 4D)** **Locally Adjusted B. Construction $/SF: >** $ 242 **/SF =** **(Re-enter 4C)** **Eligible Projected C. Construction $/SF: >** $ 268 **/SF**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 268 /SF
(Re-enter 5C)

Multiplied By

7) The Square Footage of New Construction: > 6,300 SF

Equals

8) The Eligible Projected Construction Cost: > $ 1,688,400

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 168,840

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A. >			$ /SF	$ 230 /SF
B. >			$ /SF	$ 210 /SF
C. >			$ /SF	$ 220 /SF
D. >			$ /SF	/SF
E. TOTAL		>	$ /SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF (Re-enter Line E) **Divided by** > ______ (# of Projects) = > $ 0 /SF (Locally Determined Comparable Cost per Square Foot)

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) **A. Number of Months:** > ___ X .002 (1/5%) = **B. Inflation Factor:** > ______ X **C. Locally Determined Comparable $/SF:** > 0 (Re-enter 10) /SF = **D.** > $ ______ /SF

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) **A. Additional Cost/SF:** > $ ______ (Re-enter 11D) /SF + **B. Locally Determined Construction $/SF:** > 0 (Re-enter 11C) /SF = **C. Eligible Projected Construction $/SF:** > $ ______ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget *(All projects __except__ Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction............ >	$ 1,688,400	$
2)	Remodeling Construction............ >	$ 0	$
3)	Contingency............ >	$ 168,840	$
4)	Appraised Value of Building............ >	$ 0	$
5)	Appraised Value of Land............ >	$ 1,287,000	$
6)	Site Development............ >	$ 298,400	$
7)	Site Demolition............ >	$ 16,400	$
8)	Site Permits & Fees............ >	$ 64,950	$
9)	Site Option to Purchase Agreement............ >	$ 0	$
10)	Furnishings & Equipment Costs............ >	$ 645,975	$
11)	Signage............ >	$ 64,350	$
12)	Architectural & Engineering Costs............ >	$ 610,250	$
13)	Construction Cost Estimator Fees............ >	$ 11,000	$
14)	Interior Designer Fees............ >	$ 0	$
15)	Geotechnical/Geohazard Reports............ >	$ 18,800	$
16)	Hazardous Materials Consultant Fees............ >	$ 5,450	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies.......... >	$ 0	$
18)	Library Consultant Fee............ >	$ 28,000	$
19)	Construction Project Management............ >	$ 126,950	$
20)	Other Professional Fees............ >	$ 79,400	$
21)	Local Project Administration Costs............ >	$ 24,640	$
22)	Works of Art............ >	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs............ >	$ 0	$ 10,000
24)	Acquisition of Library Materials............ >	$ 0	$ 0
25)	Other (Specify): ________ >	$ 0	$
26)	Other (Specify): ________ >	$ 0	$
27)	Other (Specify): ________ >	$ 0	$
28)	**TOTAL PROJECT COSTS:**............ >	$ 5,138,805	$ 46,230

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 3,340,223
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*		> $ 1,798,582
	Sources of Local Matching Funds:		
	31) City	> $ 1,645,849	
	32) County	> $	
	33) Special District	> $	
	34) Private	> $ 130,000	
	35) Other (Specify): ______	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 1,798,582
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 46,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> **$ 5,185,035**

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[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, Including Conversion Projects *except* *Multipurpose Projects)*

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. Salaries/Benefits	>	$ 102,395	$ 292,230
2. Facilities Costs	>	$	$ 26,623
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ______			
3. Equipment & Supplies Costs	>	$ 4,000	$ 2,500
Equipment			
Supplies			
4. Materials	>	$ 25,000	$ 50,000
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$ 26,994
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ______			
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 131,395**	**$ 398,347**

Multipurpose Project Budget (With Library Project Budget) (Multipurpose Projects Only)

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ____________	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

[1] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[2] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Sources of Multipurpose Project Revenue ***(Multipurpose Projects Only)***

27. State Matching Funds (65% of Line 26 total eligible costs[1])........ > $ ______

28. Local Matching Funds........ > $ ______

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City........ > $ ______

30. County........ > $ ______

31. Special District........ > $ ______

32. Private........ > $ ______

33. Other (Specify): ______ > $ ______

34. Local Credits [Land[2] and A&E Fees]........ > $ ______

35. Adjusted Local Match (Line 28 minus Line 34)........ > $ ______

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........ > $ ______

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**........ > **$** ______

---

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget ***(Multipurpose New Construction and Conversion Projects Only)***

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. Salaries/Benefits	>	$	$
2. Facilities Costs	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ______			
3. Equipment & Supplies Costs	>	$	$
Equipment			
Supplies			
4. Materials	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ______			
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Portola Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

Because the current Portola library facility is in leased quarters with a lease ending in 2005 and and a renewable 5-yera optiong, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.675 FTE (fll-time equivalents) in place. The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreements with MLK Middle and ER Taylor Elementary Schools, the first priorities will be to increase the .2 FTE Teen Librarian to a .5 FTE and to increase the .34 FTE Children's Librarian to a .5 FTE as well as adding 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $33,500 is spent annually for the materials collection of the Portola Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 50% to $50,000 annually when the new building is open. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/15/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	12/31/03
3. Schematic Plans Completion	>	01/16/04
4. Design Development Plans Completion	>	11/11/04
5. Working Drawings (90%) Completion	>	03/04/05
6. Construction Documents Completion	>	04/25/05
7. Project Advertised for Bids	>	05/09/05
8. Start of Construction	>	09/06/05
9. Estimated Mid-Point of Construction	>	06/06/06
10. Completion of Construction	>	03/08/07
11. Opening of Library Building to the Public	>	04/09/07
12. Final Fiscal & Program Compliance Review Completed	>	04/09/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> ______________________ Signature

> ______________________ Date

> Willie L. Brown Jr. — Name (type)

> ______________________ Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> ______________________ Signature

> ______________________ Date

> Susan Hildreth — Name (type)

> ______________________ Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION RESOLUTION NO. 11-03
VISITACION VALLEY BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Visitacion valley Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Visitacion Valley Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Visitacion Valley Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Visitacion Valley Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
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November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Visitacion Valley Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $170,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco Los Angeles Santa Barbara San Diego Las Vegas New York

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DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Visitacion Valley Branch Library

2. **Type of Applicant Jurisdiction:** > ***(Check one only)*** City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street

San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor

1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > Jeanne Goodrich

(If applicable)

Title: > Library Consultant Phone: > 503.335.8161

E-mail: > Goodrich@teleport.com

Address: > 3424 NE 25th Avenue, Portland OR 97212

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Mark Dorian, AIA **License #** > C 12895

Providing construction budget estimate and/or conceptual plans.

Title: > Bureau Manager, Bureau of Architecture, Dept. of Public Works Phone: > 415.557.4713

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Patrick J. Greenan

(If applicable)

Title: > President, Construction Testing Services Phone: > 925.462.5151

E-mail: > pgreenan@cts-1.com

Address: > 2142 Rheem Drive, Suite E
Pleasanton, CA 94588

18. Hazardous Materials Consultant: > Melissa Tumbleson, P.E.

(If applicable)

Title: > Project Manager, Weiss Associates Phone: > 510.450.6000

E-mail: > mjt@weiss.com

Address: > 5801 Christie Avenue, Suite 600
Emeryville, CA 94608

19. Project Interior Designer: > Sylvia Kwan & Marie Fisher

(If applicable)

Title: > Principals, Kwan Henmie - Marie Fisher - Association Phone: > 415.777.4770

E-mail: > sylvia.kwan@kwanhenmi.com

Address: > 1 Beach Street
San Francisco, CA 94133

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. Construction of a New Public Library Building > 8,761 SF

2. Conversion of an Existing Building into a New Public Library Building > ______ SF

3. Conversion and Expansion of an Existing Building into a New Public Library > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use

☑ Joint Venture Joint Use

☐ Computer Center

☑ Family Literacy Center

☑ Homework Center

☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ Shared Electronic/Telecommunications

☐ Subject Specialty Center

☐ Career Center

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. Remodeling an Existing Public Library Building > ______ SF

5. Remodeling and Expansion of an Existing Public Library Building > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ◉

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. Dedicated to Public Library Use > ________ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. Dedicated to "Other" Uses **SQ FT**

A. Specify > ________________ ________ SF

B. Specify > ________________ ________ SF

C. Specify > ________________ ________ SF

D. Specify > ________________ ________ SF

E. Specify > ________________ ________ SF

F. Specify > ________________ ________ SF

G. Specify > ________________ ________ SF

H. Specify > ________________ ________ SF

3. Subtotal: Dedicated to "Other" Uses > 0 SF 0
Add Lines 2A SF thru 2H SF
Line 3 SF divided by (Line 1 SF + Line 3 SF)

4. Common Areas[1]

5. Subtotal: Total of Common Areas[1] > ________ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE > 0 SF
Line 1 SF + Line 6 SF

---

[1] *"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 16,433
2. *Source:* > U.S. Census 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 13%
4. ***Public library project's service area 2000 population:*** > 18,493
5. *Source:* > U.S. Census 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 3%
7. ***Public library project's service area 2020 population:*** > 19,108
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 608
10. *Source:* > Vis Valley Middle School (212), Vis Valley Elementary School (396), SFUSD records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 63%
12. ***Project's public school attendance area(s) 2000 student population:*** > 994
13. *Source:* > Vis Valley Middel School (549), Vis Valley Elementary School (445), SFUSD records 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, th California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general obligation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from the State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Visitacion Valley Branch will become one of those community centers, with a program room to support its collaboration with the Visitacion Valley Middle and Elementary Schools as well as to support library programs and community after-hours use. Near-by branches are also being renovated and increasing in size.The new 6,300 square foot Portola Branch, currently in a 3,475 square foot leased facility, will be open by Spring 2007. The Bayview Branch will be renovated and expanded or may be relocated to a new building in a town center complex adjacent to the community opera house. The 8,500 square foot Excelsior Branch will
be completely renovated by Spring 2005. Currently, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ______ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ______ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

---

[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
[See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building ***(For Conversion Projects Only)***

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building ***(For Conversion Projects Only)***

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 2,225,000
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building ***(For Conversion Projects Only)***

13. What is the appraised value of the building? > $
(or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The geographical location of Visitacion Valley is in the basin located southeast of McLaren Park (the second largest park in the City) and reaching all the way out to the Bay. The community of Visitacion Valley is a collection of residential neighborhoods lying just below the park and surrounding a small industrial district. The San Bruno Mountains are visible to the south, bracketing the neighborhood, with the green of McLaren Park less than a mile to the west. Bound by City borders (Daly City and Brisbane) to the south and Highway 101 to the east.

The branch's entrance will face the corner of Leland Avenue and Rutland Street. Bayshore Boulevard is the main artery in the neighborhood running north - south bisecting the Valley and Little Hollywood. Leland Avenue running east – west is the neighborhood's commercial strip. The branch will be located four blocks from Bayshore on Leland Avenue, well situated in the center of a small but lively mixed-use residential & commercial shopping area. It will be close to the recently constructed Visitacion Valley Recreation Center, 3 churches, many small shops and 2 restaurants. The library will be a downhill walk coming from the middle school and the larger senior center (both within ½ mile) and the public pool (9 blocks). It is 2 blocks from the parochial school and large day care center and 3 blocks from the public elementary.

The branch is well situated to serve the entire community and is within easy access for students, teachers and parents attending the programs included in the cooperative agreement with the elementary schools. The branch is within easy walking distance for residents and due to its central location in the community's shopping district convenient to bus routes and the planned 3rd Street Ligt Rail project expected to be completed in Phase I (2005). Pedestrian walkways run the length of Leland, on both sides of the street and along most of the side streets.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 14

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Four municipal bus lines serve the section of the community where the branch will be located.

Within ¼ mile of the site:

9 San Bruno—stops every 10 – 20 minutes to 1:40 AM
9X San Bruno Express—stops every 10-12 minutes to 7:30 PM
15 Third Street—stops every 5-10 minutes to 12:30 AM
56 Rutland—stops every 40 minutes to 9:30 PM
91 Owl—every 30 minutes, PM only

The neighborhood is also about to realize two major improvements: upgrade of the CalTrain Bayshore Station and construction of the southern terminus of the new Third Street Light Rail. The Third Street Rail will link the neighborhood to other parts of the City and Bay Area. It will run from the southern terminus to the Embarcadero in the north - east section of the city with opportunities to transfer to other routes along the way. The CalTrain Station located to the west of Bayshore brings commuters to and from the neighborhood and is expected to create more activity along the Leland corridor. These two improvements will include improvements along Bayshore to improve street safety for the anticipated increase in public transit users.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

In San Francisco, the popularity and acceptability of bicycling as a transportation option for commuting to work, shopping, school and recreation is well established. The San Francisco Bicycle Coalition has had community and political support in its efforts to increase the number of bike lanes along the major transportation routes in the City. The municipal transportation system also accommodates bicyclists that mix their trip with the use of bus or light rail. Young people and others using the local parks and recreation facilities will likely make good use of the branches bike parking facilities. There are bike and pedestrian paths in McLaren Park, less than a mile away.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:

*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.

The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Visitacion Valley neighborhood has one major thoroughfare, Bayshore Blvd., 4 blocks south of the branch. There is an entrance on Paul Avenue, less than a mile from the branch to Bayshore Freeway (HWY 101) which heads north to the central city area of Civic Center and south to the airport and beyond.

Survey results and information gathered in the needs assessment indicate that most users of the branch will come from the immediate neighborhood. The neighborhood is made up of a grid of residential streets with limited traffic. There are two smaller arteries used by residents of the neighborhood, Leland Avenue, the commercial district ends at McLaren Park. The other is Visitacion Avenue which cuts across the neighborhood and links Bayshore to Mansell Avenue. Visitacion Avenue meanders through McLaren Park taking drivers or bikers to the major thoroughfare of Mansell Street. Mansell runs east – west dividing the Visitacion Valley and Portola neighborhoods.

To facilitate access for disabled users, there are 4 curb cuts at both the intersection of Leland / Rutland and Visitacion,/ Rutland, 2 at the library's entrance at Rutland, and 4 at Leland and Cora, along with yellow raised bumps and a pedestrian walkway.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	San Bruno Avenue North of Ordway Street	12	3,645	10/12/00
2. >	Bayshore Boulevard North of Visitacion Avenue	5	26,817	11/06/97
3. >	San Bruno Avenue North of Wabash Terrace	9	4,906	06/01/97
4. >	Bayshore Boulevard South of Leland Street	4	26,956	06/16/94

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street... > 54 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 54 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate: $\frac{\text{\# of Square Feet of Parking} > \text{ - SF}}{\text{\# of Square Feet of Building} > \text{8,761 SF}}$ = 0.00 SF of Parking / 1 SF of Building

Example: $\frac{\text{\# of Square Feet of Parking} \quad \text{15,000 SF}}{\text{\# of Square Feet of Building} \quad \text{10,000 SF}}$ = 1.50 SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The residential character of Visitacion Valley is apparent to one visiting the neighborhood. Single-family, one-story above garage-type housing dominates the landscape. The neighborhood also contains two affordable housing complexes. Geneva Towers a 20-story structure was recently replaced with affordable townhouses for 1,000 people, including senior housing. The Sunnydale public housing project is home to about 2,000. These two planned housing projects bring a level of density not seen in the rest of the community. This population is heavily dependent on municipal transportation that is convenient and dependable.

The library project would include the elimination of 14 off-street parking spaces. According to the *San Francisco Planning Code* Section 151, Schedule for Required parking Spaces, for arts use or activities (libraries), one parking space is required for each 2,000 sf of occupied floor area, where the occupied floor area exceeds 7,500 sf. Approximately 1,703 of the total 8,500 sf single story public library would be non-assignable, unoccupied square footage, with 6,797 sf occupied. The Planning Department environmental review (August 28, 2003) determined that "no off-street parking would be required for the proposed project. The project site is close to public transportation. Therefore, a substantial increase in parking demand is ... not anticipated."

No off street parking is provided by the library and there is un-metered spaces in front of the branch and on the adjacent side street. There are 54 unmetered and no metered spaces within 500 feet of the entrance. There is 1 red zone (hydrant) and many bus stops, with no other restricted parking. There is no residential permit parking in Visitacion Valley.

Visitacion Valley is lightly trafficked, with good parking, walking, 4 bus lines and new light-rail service planned. As discussed in the needs assessment an analysis of a recent community survey on use of the storefront branch library found that overwhelmingly users were residents. Because of the many branches located in 27 different neighborhoods of the city, the majority of users of each branch are the residents most close to the branch libraries. Students and teachers are also heavy users of the branch. This is expected to increase at the new branch, which will be closer to the schools that the library has formed co-operative agreements with. Residents expressed a desire to have the branch as focal point in the community. Given the popularity of Leland Avenue as the community-gathering place for social activities and business services it follows that the libraries presence will only increase the draw of residents to this area; allowing them to combine trips and to include a visit to the branch in their daily travels whether they be walking, by vehicle or mass transit.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The library will be geographically in the center of the library service area. It also will serve as an anchor to the western end end of the commercial district on Leland Avenue in this neigborhood. The commercial district is primarily comprised of 1-2 story buildings. The library, which will be sited on the southeast corner of a busy intersection. will serve as a bridge to the low-scale residential neigborhood to the west as well as the Visitaction Valley Receration Center, opened in the fall of 2003, the Visitacion Valley Playground and the Visitaction Valley Elementary School. The library will also be _____ miles from the Visitacion Valley Middle School, which is set on a hill overlooking the neighborhood.

The design of the building will create a presence on the site. The community requested a design that was unique and a landmark for the neigborhood. In response to that, the architetural team has designed an entrance on the corner of Leland and Rutland Avenues, facing the commercial district. A tower is being designed as an architectural feature of the library to create a beacon for this building in a neighborhood of comparatively low structures..

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The library site is a corner location on the major commercial street in the neighborhood. It is centrally located in the service area and is in close proximity to businesses, churches, schools and the newly-opened recreation center. The location will serve as a bridge between the commercial activity, which is to the south of the site, and the park, school and residential uses that occur to the north of the site. The library will serve as the upper anchor to the commercial street which ends at the intersection of the busy Bayshore Boulevard. This anchor concept wa supported at a recent neighborhood design charrette when a posible location in a new mixed use area on the southern side of Bayshore was not brought forward by the community as part of the plan.

The neighborhood is served by several major municipal bus lines and is slated to have a tremendous increase in public transporation when the 3rd Street light rail is extended to Visitacion Valley. This is expected to be completed in 2005 and will bring enhanced activity and development to the neighborhood. The library will be about 5 blocks about the light rail station but in close walking distance so that riders will be able to get library material on their way to the light rail.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library worked closely with the community and the City Planning Department in selecting the library site. While the Library was considering various sites, the City Planning Department conducted a design charrette for a large piece of property which was formerly the Schlage Lock Plant and now is being planned for mixed use development. The charrette was the result of a united community effort to defeat a proposed plan for a Home Depot on the site. Library staff were involved in all the design sessions.

The Library also worked closely with the City's Department of Real Estate to identify sites in the neighborhood that met the Library's criteria of at least 9 - 10,000 square feet to accomodate a building of 7,000 - 8,500 square feet, with good visibility, easy access and room for expansion. The Library is currently in a leased site which is located in the heart of the small commercial district but is in extremely poor condition and not for sale. In April 2001, 8 possible sites were presented to the community, with the field quickly narrowed to 3. The community voiced strong opposition to a location on the busy Bayshore Boulevard that bisects the community and, in particular, on the western side of Bayshore which is the more industrial side of the street. The real favorite was a corner site on Leland Avenue, the commercial street, which housed a poorly use grocery store that is a blight on the neighborhood. Even though the site was larger than necessary, the Library Commission authorized staff in August 2001 to negotiate for the site. After a long negotiation, the site was purchased by the City in 2003. The community is very pleased as it will lose a neighborhood blight and get a new library in its place.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Identifying available properties of at least 9 - 10,000 square feet in a city as densely populated and as intensely developed as San Francisco,is a great challenge. Another limitation that the Library imposed on its site review was that we would not displace any current housing, so the field of choices was very limited in Visitacion Valley and other neighborhoods as well.

The Libary worked closely wiht the community in identifying and vetting potential sites in Visitacion Valley. Eight sites were initially reviewed and quickly culled to three, with one as the outstanding site. The Library also worked closely with the City Planning Department in participating in the neighborhood design charrette and reviewing possible sites and design implication with Planning staff.

The library site was selected for several key reasons. At over 16,000 square feet, there was plenty of room for a good-sized building with room for expansion. The site is on a very visible corner and is relatively flat and square so that construction would be facilitated. The site is at the upper end of the commericial district; and the new library will make an interesting transition to the residences, schools and parks that are nearby. Another key reason is that the grocery store that is currently on the site seems to be a neighborhood blight and the site of many unsavory and illegal activities. Community residents do not shop at the store and expressed strong desire to replace it with a more beneficial public use.

Most buildings adjacent to the library site are 1-2 stories, with little height or mass. In order to make the library stand out as a civic presence, a corner entrance is being designed which faces the business district but also makes both sides of the building accessible. A tower or other landmark architectural feature is being developed for the entrance to make the building stand out in the neighborhood.

Site Description

Size

The total square footage of the library site should equal the square footage shown In 1 through 8 below:

All Projects (Except Multipurpose Buildings)

		Square Footage
1. Proposed Library Building Footprint[1]	>	8,761 SF
2. Proposed Library Surface Parking Lot	>	SF
3. Proposed Library Parking Structure Footprint[1]	>	SF
4. Future Library Building Expansion Footprint[1]	>	SF
5. Future Library Parking Expansion	>	SF
6. Required Local Zoning Set-Backs	>	SF
7. Desired Aesthetic Set-Backs & Amenities	>	7,876 SF
8. Miscellaneous & Unusable Space	>	SF
9. Total Square Footage of Library Project Site	>	**16,637 SF**
10. Proposed Under-Building Parking	>	SF

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[1] ***"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.***

Multipurpose Building Projects Only

		A Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

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[2] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[3] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Zoning

Classification

1. What is the current zoning classification of the site? > NC-2, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ● No ○

4. If so, list the date the variance or waiver has been or will be granted: > 02/26/04 (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 17,450	
6. >	Building Permit & Plan Check	$ 35,000	
7. >	Site Acquisition Costs	$ 18,000	
8. >	Demolition Permit	$ 5,900	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Visitacion Valley Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under Class I(l)3, and Class 3(c)

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The City and County of San Francisco plans to attain Leadership in Energy and Environmental Design (LEED) Certification for this project. In addition, the new Visitacion Valley Branch Library will gain operational efficiencies in four main areas: utilizing natural daylight, material selection, efficient mechanical system design, and technology.

Daylight: The new library will be oriented to utilze natural daylight, with clerestory windows providing indirect light over the grand reading area and the major window walls facing North and Northwest. The lighting design will maximize the use of natural daylight during available hours of operation, thus reducing the lighting load on the building.

Materials: The masonry construction creates a natural thermal mass that will reduce temperature fluctuations in the internal environment. The interior materials will be durable, and wherever possible, from sustainable sources.

Mechanical system design: solar panels, heating and cooling system

Technology: Technology will be incorporated directly into the structure, ensuring that information devices and networks will be accessible, upgradable and replaceable without disrupting the interior or library services. Low power consumption and low heat generation workstations will be installed, as well as flat-screen LED monitors for lower power consumption and heat generation.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●

3. A National Historic Landmark? Yes ○ No ●

4. A National Monument? Yes ○ No ●

5. On County or Municipal Historic Designation list? Yes ○ No ●

6. On the California Register of Historical Resources list? Yes ○ No ●

7. A California Historical Landmark? Yes ○ No ●

8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After researching existing site data, field investigation, soils testing and engineering analyses, the firm of Ninyo & Moore/PSC Associates Joint Venture completed the Geotechnical Evaluation dated October 24, 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: The results of tests for expansive soils indicate the soil has very low clay content and will not likely undergo volumetric changes due to fluctuations in moisture content.

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site.

Unstable slopes: The site is fairly level.

Active seismic zones: Though the site is in a seismically active region, no active faults have been mapped at or adjacent to the site. The site is not located within a State of California Earthquake Fault Zone, thus the probability of damage due to surface ground rupture is low. The closest know active fault is the San Andreas Fault, passing within approximately 5 ¼ miles to the southwest of the site. Severe ground shaking due to a large earthquake on a major active fault system will likely affect the site in the future. The most significant seismic event likely to affect the site would be an earthquake of magnitude 7.1 on the peninsular segment of the San Andreas Fault.

Ground water: Groundwater was encountered at a depth of approximately 25 feet at the time of drilling. The depth to groundwater at the site varies due to seasonal conditions, irrigation, rainfall, groundwater pumping/extraction, and other factors.

Areas prone to liquefaction: Due to the dense nature of the sand layers beneath the groundwater level, and the relatively deep groundwater level at about 25 feet, the Geotechnical Report indicates that the potential for liquefaction is considered low.

Impact on cost: The conditions noted above will not increase the cost of developing the site for a public library building. The Geotechnical Report concludes that the proposed library is feasible from a geotechnical standpoint. The report states that the new building could be constructed as planned and could be supported on shallow spread footings or structural slab foundation. Section 9 of the Geotechnical Report gives specific recommendations for structural elements such as earthwork, foundation and floor slab design, seismic design considerations, concrete placement, exterior flatwork, surface drainage and site maintenance. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Grocery Store	$ 503,000
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 503,000**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	> $ 0
2. Fiber Optic Cable	Yes ○ No ●	> $ 0
3. Telephone	Yes ● No ○	> $ 0
4. Gas	Yes ● No ○	> $ 0
5. Cable TV	Yes ● No ○	> $ 0
6. Storm Sewer	Yes ○ No ●	> $ 0
7. Sanitary Sewer	Yes ● No ○	> $ 0
8. Water	Yes ● No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities	> $ 94,500	$ 0
2. Cut, Fill & Rough Grading	> $ 46,150	$
3. Special Foundation Support (pilings, etc.)	> $ 0	$
4. Paving, curbs, gutters & sidewalks	> $ 365,000	$
5. Retaining Walls	> $ 0	$
6. Landscaping	> $ 90,000	$
7. Signage	> $ 36,750	$
8. Lighting	> $ 77,050	$
9. Removal of underground tanks	> $ 0	$
10. Removal of toxic materials	> $ 0	$
11. Rock removal	> $ 0	$
12. Traffic signals	> $ 0	$
13. Other (Specify):	> $ 0	$
14. Other (Specify):	> $ 0	$
15. TOTAL SITE DEVELOPMENT COSTS:	> $ 709,450	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > City & County of SF (**Name of Project County**) **County Locality B. Adjustment Factor:>** 1.2 **X Appropriate C. New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF**

(Select: 1A or 1B)

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF**

(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) Number A. of Months:> 56 **X .002 =** **(1/5%)** **Inflation B. Factor: >** .112 **X Locally Adjusted C. Construction $/SF: >** $ 242 **/SF =** **(Re-enter 3A)** **Additional $/SF D. >** $ 27 **/SF**

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) Additional A. Cost/SF: > $ 27 **/SF +** **(Re-enter 4D)** **Locally Adjusted B. Construction $/SF: >** $ 242 **/SF =** **(Re-enter 4C)** **Eligible Projected C. Construction $/SF: >** $ 269 **/SF**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 269 **/SF**

(Re-enter 5C)

Multiplied By

7) The Square Footage of New Construction: > 8,761 **SF**

Equals

8) The Eligible Projected Construction Cost: > $ 2,356,709

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: *(10% of Line 8)* > $ 235,671

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A. >			**$ /SF**	S 230 /SF
B. >			**$ /SF**	S 210 /SF
C. >			**$ /SF**	S 220 /SF
D. >			**$ /SF**	/SF
E. TOTAL			**> $ /SF**	S 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF (Re-enter Line E) **Divided by > ______** (# of Projects) **= > $ 0 /SF** (Locally Determined Comparable Cost per Square Foot)

[Example S 660 /SF Divided By 3 = S 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an Inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 (1/5%) = B. Inflation Factor: > ______ X C. Locally Determined Comparable $/SF: > 0 (Re-enter 10) **/SF = D. > $ ______ /SF**

[Example 14 X .002 = .028 X S 220 /SF = S 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ /SF (Re-enter 11D) **+ B. Locally Determined Construction $/SF: > 0** (Re-enter 11C) **/SF = C. Eligible Projected Construction $/SF: > $ ______ /SF**

[Example S 6 /SF + S 220 /SF = S 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget ***(All projects except Multipurpose Projects)***

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction	$ 2,356,709	$
2)	Remodeling Construction	$ 0	$
3)	Contingency	$ 235,671	$
4)	Appraised Value of Building	$ 0	$
5)	Appraised Value of Land	$ 2,200,000	$
6)	Site Development	$ 709,450	$
7)	Site Demolition	$ 503,000	$
8)	Site Permits & Fees	$ 76,350	$
9)	Site Option to Purchase Agreement	$ 0	$
10)	Furnishings & Equipment Costs	$ 846,550	$
11)	Signage	$ 62,700	$
12)	Architectural & Engineering Costs	$ 952,100	$
13)	Construction Cost Estimator Fees	$ 22,800	$
14)	Interior Designer Fees	$ 110,000	$
15)	Geotechnical/Geohazard Reports	$ 29,750	$
16)	Hazardous Materials Consultant Fees	$ 48,950	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	$ 0	$
18)	Library Consultant Fee	$ 28,000	$
19)	Construction Project Management	$ 266,550	$
20)	Other Professional Fees	$ 150,150	$
21)	Local Project Administration Costs	$ 8,000	$
22)	Works of Art	$ 0	$ 54,230
23)	Relocation Costs & Moving Costs	$ 0	$ 10,000
24)	Acquisition of Library Materials	$ 0	$
25)	Other (Specify):	$ 0	$
26)	Other (Specify):	$ 0	$
27)	Other (Specify):	$ 0	$
28)	**TOTAL PROJECT COSTS:**	$ 8,606,730	$ 64,230

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>		$ 5,594,375
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***	>		$ 3,012,356
	Sources of Local Matching Funds:			
	31) City	>	$ 2,815,633	
	32) County	>	$	
	33) Special District	>	$	
	34) Private	>	$ 170,000	
	35) Other (Specify):	>	$	
36)	Local Credits [Land[2] and A&E Fees]	>		$
37)	Adjusted Local Match [Line 30 minus Line 36]	>		$ 3,012,356
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>		$ 64,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>		**$ 8,670,960**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, Including Conversion Projects except Multipurpose Projects)

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. Salaries/Benefits	>	$ 103,281	$ 200,748
2. Facilities Costs	>	$	$ 37,610
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify):			
3. Equipment & Supplies Costs	>	$ 5,000	$ 3,000
Equipment			
Supplies			
4. Materials	>	$ 25,000	$ 50,000
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$ 26,944
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify):			
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 133,281**	**$ 318,302**

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ______________	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	$ **0**	$ 0	$ 0	$ 0	$ 0

---

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue ***(Multipurpose Projects Only)***

27. State Matching Funds (65% of Line 26 total eligible costs[1]).. > $

28. Local Matching Funds.. > $

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City.. > $

30. County..> $

31. Special District.. > $

32. Private..> $

33. Other (Specify): ____________________ > $

34. Local Credits [Land[2] and A&E Fees].. > $

35. Adjusted Local Match (Line 28 minus Line 34).. > $

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........................ > $

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**.. > $

---

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget ***(Multipurpose New Construction and Conversion Projects Only)***

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$	$
2. Facilities Costs	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ____________________			
3. Equipment & Supplies Costs	>	$	$
Equipment			
Supplies			
4. Materials	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ____________________			
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Visitacion Valley Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund has increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

Because the current Visitacion Valley library facility is in leased quarters with a tlease ending in 2004 and renewable on a month-to month basis, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.725 FTE (full-time equivalents). The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area. so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreement with the Visitacion Valley Middle and Elementary Schools, the first priority for additional staff will be to increase the ..2 FTE Teen Librarian to a .7 FTE and the .4 FTE Children's Librarian to a .5 as well as adding 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $35,000 is spent annually for the materials collection of the Visitacion Valley Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 43% to $50,000 annually when the new building is open. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public works. The Library has an

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/01/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	09/15/03
3. Schematic Plans Completion	>	11/01/04
4. Design Development Plans Completion	>	03/01/05
5. Working Drawings (90%) Completion	>	08/01/05
6. Construction Documents Completion	>	09/01/05
7. Project Advertised for Bids	>	09/01/05
8. Start of Construction	>	12/01/05
9. Estimated Mid-Point of Construction	>	10/01/06
10. Completion of Construction	>	08/01/07
11. Opening of Library Building to the Public	>	09/01/07
12. Final Fiscal & Program Compliance Review Completed	>	09/01/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

>	>
Signature	Date
> Willie L. Brown Jr.	> Mayor
Name (type)	Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

>	>
Signature	Date
> Susan Hildreth	> City Librarian
Name (type)	Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION RESOLUTION NO. 9-03
ORTEGA BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Ortega Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Ortega Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Ortega Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ortega Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
It's a privilege to serve you®

November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Ortega Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $170,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J Berggren

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco Los Angeles Santa Barbara San Diego Las Vegas New York

TEL (415) 392-1400 OR (800) 392-1400, FAX (415) 392-1413

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DRAFT

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DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Ortega Branch Library

2. **Type of Applicant Jurisdiction:** > ***(Check one only)*** City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street
San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor
1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > N/A

(If applicable)

Title: > Phone: >

E-mail: >

Address: >

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Mark Dorian, AIA **License #** > C 12895

Providing construction budget estimate and/or conceptual plans.

Title: > Bureau Manager, Bureau of Architecture, Dept. of Public Works Phone: > 415.557.4713

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Patrick J. Greenan

(If applicable)

Title: > President, Construction Testing Services Phone: > 925.462.5151

E-mail: > pgreenan@cts-1.com

Address: > 2142 Rheem Drive, Suite E
Pleasanton, CA 94588

18. Hazardous Materials Consultant: > Ronald Krzyzanowski, Site Assessment & Remediation Division

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.554.8366

E-mail: > ronald.krzyzanowski@sfgov.org

Address: > 1680 Mission Street
San Francisco, CA 94103

19. Project Interior Designer: > Sylvia Kwan & Marie Fisher

(If applicable)

Title: > Principals, Kwan Henmie - Marie Fisher - Association Phone: > 415.777.4770

E-mail: > sylvia.kwan@kwanhenmi.com

Address: > 1 Beach Street
San Francisco, CA 94133

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. **Construction of a New Public Library Building** > 8,500 SF
2. **Conversion of an Existing Building into a New Public Library Building** > ______ SF
3. **Conversion and Expansion of an Existing Building into a New Public Library** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use
☑ Joint Venture Joint Use

☐ Computer Center
☑ Family Literacy Center
☑ Homework Center
☐ Shared Electronic/Telecommunications
☐ Subject Specialty Center
☐ Career Center
☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. **Remodeling an Existing Public Library Building** > ______ SF
5. **Remodeling and Expansion of an Existing Public Library Building** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. **Dedicated to Public Library Use** > ______ SF 0 *Line 1 SF divided by (Line 1 SF + Line 3 SF)*
(Including Public Library / School Library Use, if Joint Use Project)

2. **Dedicated to "Other" Uses** SQ FT

A. Specify > ______ ______ SF

B. Specify > ______ ______ SF

C. Specify > ______ ______ SF

D. Specify > ______ ______ SF

E. Specify > ______ ______ SF

F. Specify > ______ ______ SF

G. Specify > ______ ______ SF

H. Specify > ______ ______ SF

3. **Subtotal: Dedicated to "Other" Uses** > 0 SF *Add Lines 2A SF thru 2H SF* 0 *Line 3 SF divided by (Line 1 SF + Line 3 SF)*

4. **Common Areas**[1]

5. **Subtotal: Total of Common Areas**[1] > ______ SF *Must equal Line 6 SF + Line 7 SF*

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF *Line 5 SF x % in Line 1*

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF *Line 5 SF x % in Line 3*

8. **TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE** > 0 SF *Add Lines 1SF, 3 SF, & 5 SF*

9. **SF ATTRIBUTABLE TO PUBLIC LIBRARY USE** > 0 SF *Line 1 SF + Line 6 SF*

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[1] *"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 27,319
2. *Source:* > U.S. Census, 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 11%
4. ***Public library project's service area 2000 population:*** > 30,330
5. *Source:* > U.S. Census, 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 2%
7. ***Public library project's service area 2020 population:*** > 31,027
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 323
10. *Source:* > A.P. Giannini Middle School, San Francisco Unified School District (SFUSD) records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 382%
12. ***Project's public school attendance area(s) 2000 student population:*** > 1,558
13. *Source:* > Giannini Middle School (1,281) + Sunset Elementary (277), SFUSD records, 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 4,057 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > ______ SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general obligation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Orrtega Branch will become one of those community centers, with a program room to support its collaboration with the A.P. Gianni Middle School and the Sunset Elementary School as well as to support library programs and community after-hours use. Neighboring libraries are also being improved - the 8,500 square foot Sunset Branch will be completely renovated by Spring 2006; the 5,800 square foot Parkside Branch will be renovated with a small expansion by Spring 2008; the 6,000 square foot West Portal Branch will be renovated and expanded by Spring 2007. Currently, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for fomer military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > 1956 Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ______ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > 1956 Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ______ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○
2. Will the library site be owned by the applicant? Yes ● No ○
3. Will the library site be leased by the applicant? Yes ○ No ●
4. If the library site will be leased, provide the name of the owner: > N/A
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
   [See Education Code section 19995(c)]
6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building ***(For Conversion Projects Only)***

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○
8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building ***(For Conversion Projects Only)***

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $
    (or library portion of site, if multipurpose project)
12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Building ***(For Conversion Projects Only)***

13. What is the appraised value of the building? > $
    (or library portion of site, if multipurpose project)
14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Outer Sunset neighborhood where the Ortega branch is located consists largely of single-family houses. The Outer Sunset is relatively flat compared to other San Francisco neighborhoods, making pedestrian access to the branch easy for all ages. The branch is located between two large public schools and is adjacent to a Recreation & park facility which is actually attached ot thew Library's presnet building. Both of the schools have large parking lots for staff and visitors during school operating hours and to accomodate the adult evening programs held there. Ortega Street itself has increased on-street parking due to fewer residential driveways on one side of the street. The school sites offer access to these two parking lots on evenings and weekends when school is not in session. Pedestrian sidewalks run in front of the branch on both sides of Ortega Street and along all of the east - west running streets in this district.

The branch is located in 3 X 3 block area reserved for Public Library, Recreation & Park and S.F. Unified School District activites. This area is the community center for the Outer Sunset District of the City. Residents utilize the large open fields for a variety of group sports activites, planned recreational events and as an informal meeting space. All age groups utilize the facilities in this 3 block area.

The Ortega library service area is bounded on the North by Golden Gate Park, to the west by the Pacific Ocean, and to the east by 32nd Avenue. The southern boundary is marked by Sloat Boulevard to 43rd and Vicente to Sunset and Taraval. Sunset Boulevard, a major thoroughfare, runs through the service area, but there are traffic lights that make it easy to cross the street to get to the branch. Golden Gate park is a natural barrier, but the residents across the park are served by the Anza branch or by the Richmond branch.

Residents and visitors can easily access the branch from Lincoln Way which runs the length of Golden Gate Park (east - west) and from Sunset Blvd (Route 1) which runs north - south from the north end of the Park to the southern border of the city and beyond.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 12

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The Ortega Branch has an excellent representation of public transportation options, in additions to the bicycling and pedestrian alternatives. Within ¼ mile of the branch are 12 transit stops that serve the area 7 days a week. All of the buses that stop near the branch are wheelchair accessible.

The branch is served by 5 bus lines. All five lines offer wheelchair access during all operating hours.

Route 16AX – operates on weekday mornings and early evenings 10-15 minutes apart, stops within 3 blocks of branch.
Route 29 – operates 7 days every 15-30 minutes, stops within 3 blocks of branch.
Route 48 – operates weekdays early morning and mid-afternoon to early evening, ever 6-20 minutes. Stops within 3 blocks of branch.

Route 71 – operates 7 days 12-20 minutes apart stops within 3 blocks of branch.
Route 71L – operates approximately 5:00 a.m. to 7:00 p.m. Monday-Friday, stops within 3 blocks of the branch.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

Walking and bicycling are common and popular activities among San Franciscans. The proximity of the branch to the Pacific Ocean and Golden Gate Park make this an ideal location to access by bicycle. A paved bike path runs along the ocean front, parallel to the Great Highway connecting to pedestrain and bike paths in the Park.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:

*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.

The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

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Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Ortega branch service area is easily accessed by automobile. The streets in the Outer Sunset are wider and less heavily trafficked than average San Francisco streets. Two blocks to the east of the branch is Sunset Boulevard (Route 1), a major north-south artery that traverses the entire Sunset, and connects it to Golden Gate Park and to the Richmond neighborhood on the other side of the park, to all the east-west streets in the Sunset, to Sloat Avenue to the south, and the Lincoln Avenue to the north. Lincoln Avenue is also a major artery that runs east-west along the edge of Golden Gate Park, providing good access to the Inner Sunset, the Civic Center and Downtown areas.

The area around the Ortega branch has much better parking than is typical for San Francisco. The branch is in between two schools, and it located within the West Sunset Playground. Because of the lack of residences on the south side of Ortega, street parking is much more available than in most neighborhoods. In addition, the school parking lots are available for use by library customers during evenings and weekends when school is not in session.

To facilitate access for disabled users, there are curb cuts at all corners near the branch. There is a handicapped blue zone right in front of the branch at Ortega and 39th Avenue.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Ortega Street West of 32nd Avenue	9	2,217	02/11/99
2. >	Sunset Boulevard North of Lake Merced	16	15,222	08/09/99
3. >	Sunset Boulevard South of Kirkham Street	8	42,304	10/01/96
4. >	Great Highway (Lower) South of Pacheco Street	10	3,748	05/19/93

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 132 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street.. > 77 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 209 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?...................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > ______ spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:

$$\frac{\text{\# of Square Feet of Parking} > \text{ - SF}}{\text{\# of Square Feet of Building} > \text{ 8,500 SF}} = 0.00$$

SF of Parking / 1 SF of Building

Example:

$$\frac{\text{\# of Square Feet of Parking} \quad 15{,}000 \text{ SF}}{\text{\# of Square Feet of Building} \quad 10{,}000 \text{ SF}} = 1.50$$

SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

Like many urban areas, San Francisco is a "transit first" city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly and conducive to urban sustainability. Public parking is not a requirement of city spaces or buildings providing public service.

The Ortega Branch has an excellent representation of public transportation options, in additions to the bicycling and pedestrian alternatives. Within ¼ mile of the branch are 12 transit stops that serve the area 7 days a week. All of the buses that stop near the branch are wheelchair accessible. Street parking is much more readily available in the Outer Sunset than in other parts of San Francisco. Within 500 feet of the branch, there are 65 on-street parking spaces, whith an additional 10 spaces located in a white zone that applies only from 8:30-9:30 a.m. and 3:00-4:00 p.m. Monday-Friday, for school bus loading and unloading.
Beyond 500 feet of the branch, there is additional street parking on 41st where Sunset Elementary School, a local clinic, and the West Sunset playground occupy the block providing more curb area unbroken by residential driveways. Because there are no businesses within the immediate vicinity of the branch, the library and the schools are the major reason for people outside of the neighborhood to visit, keeping parking relatively available well beyond 500 feet from the branch.
The project site is within a P (Public Use) zoning district and an OS (Open Space) height and bulk District. CEQA Guidelines Section 15301(1)(3), provides for an exemption from environmental review fo rdemolition of up to 3 commercial buildings on sites zoned for such use. The Planning Department Environmental Review for this project found that it, "would result in the demolition of one structure; a branch library building zoned for public use and therefore would be exempt under Class 1(1)(3)". In addtion, CEQA Guidelines Section 15303, or Class 3(c), provides for an exemption for new construction and location of up to four new buildings in urbanized areas. The Planning Department has found the Library project to comply with zoning requirements, "the proposed public use would be exempt under Class 3(c)". No off-street parking is being displaced and a substantial increase in parking demand resulting from the new development is not anticipated. Because the library has many branches located in 27 different neighborhoods of the city, the majority of users of each branch live very close to their local library. The Ortega branch is surrounded by sidewalks, has excellent parking availablility and extensive public transportation.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The building is located in the center of the library service area. It will be the most prominent public building in a mini-civic center complex that is comprised of a middle school, an elementary school, a small recreation center and a community playground. Its proposed new location immediately adjacent to Ortega Street will greatly enhance its visibility. The elevation of the building, which is currently 10 feet above street level is also set pack and not visible form the street. the new location will contribute to its prominence. It is located 4 blocks north of Sunset Boulevard and 6 blocks south of 45th Avenue, both of which are major traffic thoroughfares in the neighborhood.
The current and proposed locations have a great claim to fame - the Ortega Branch is now and will continue to be the public library branch that is situated at the most western point of any public library branch within ithe mainland of the United States. The branch is within 9 blocks of the Pacific Ocean. The design of the building is striking and will take advantage of the site's proximity to the Pacific Ocean.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The neighborhood, generally know as the Outer Sunset, is primarily single-family residential with no large shopping areas. The branch is in the heart of its neighborhood, set back in a raised courtyard, sandwiched between A.P. Giannini, San Francisco's largest middle school with over 1,200 students, to the west, Sunset Elementary to the east and the Recreation and Park Department's West Sunset Playground to the south. The playground emcompasses three city blocks and includes a children's playground, tennis courts, baseball and soccer fields and an indoor recreation center which adjoins the current branch library. A Department of Public Health mental health center is situated nearby. The entire complex was planned in the 1940's as a mini "civic center" for the surrounding neighborhood. Originally expected to encompass six blocks with a clubhouse, indoor swimming pool and volleyball and basketball courts, as costs mounted, the project was scaled back to its current form.

The branch library is one of the key components of this civic complex; and its reorientation and enlargement will make it a much more visible and used institution as well as provide an opprotunity to redesign and better utilize the open space area surrounding the new structure. The branch, with its proximity to two schools and a residential neigborhood, is the 5th busiest branch of 26 branches (250,000 items in 2002/03) and circulates more materials thatn any other similar-sized branch. The branch is on a major bus line that goes cross-town. Nearby bus lines and light rail trains provide transporation throughout the city and many automobiles are used in this neighborhood as well.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

Library service has been provided to the Ortega neighborhood from the current facility since 1956. The library is adjacent to the A.P. Gianni Middle School, the Sunset Elementary School and the West Sunset Playground. Although the proximity of the branch to the school and playground is very useful, the current siting of the branch is not effective. The branch is set back 75 feet from Ortega Street, the main thoroughfare that provides access to the branch, and sits on a level above the street. The main entry way is on the left, rear side of the building and has no visibility from the street. The building is so well-hidden that, recently when an ambulance was called to the branch for an emergency, the ambulance could not find the branch and had to be flagged down by a staff member who ran into the street. There is a large, raised plaza between the branch and Ortega Street.

tIn 1946, the Library paid $20,000 in an eminent domain action to acquire 21,875 square feet for library use. This "floating footpint" provides more than sufficient space for the curren 4,500 square foot facility. In this project, the Library is proposing to enlarge the branch to 8,500 square feet and reorient the "floating footprint" of property so that the branch is adjacent to Ortega Street , with a much more visible location, building design and entrance.

The Library held public meetings in September and December 2003 to gather community input on the project, which is strongly supported by the neighborhood. The Library is working closely with the City Planning Department and the Department of Recreation and Parks, that controls the adjacent property, on this project,

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

The current location of the Ortega Branch Library is very central to the neighborhood and adjacent to schools and a playground. While the location of the branch is excellent, the size and orientation of the building is very limiting. We are proposing to maintain the same location so that users will not have to find a new library site, but reorient and expand the building for better visibility and use. Currently, the 4,507 square foot building is packed with users, particularly after school when students from the adjacent middle and elementary schools arrive. The building is set back 75' from the street, with an entry that does not face the street. As it is currently situated, it is virtually invisible. By reorienting the branch to the street, we will greatly increase opportunities for visiblity and an exciting building presence in the neighborhood. By taking advantage of additional available space to increase the branch from 4,507 square feet to 8.500 square feet, the community will benefit from an enlarged facility and collection to provide the variety of services that are desired. The increased square footage and inclusion of a program room will suppor the collaborative activities to be provided with both near-by schools.

A retaining wall that is adjacent to the Ortega Street sidewalk creates a building grade level that is about 15' above street level. The building will not be at street grade but the street-side exterior and the entrance on the west side of the building will be designed for high visibility. A work of public art, a mural that is greatly loved by the community and redone in the summer of 2003, is on the retaining wall. It is a strong desire of the commuity to retain the wall and its mural.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		**Square Footage**
1. Proposed Library Building Footprint[1]	>	8,500 SF
2. Proposed Library Surface Parking Lot	>	SF
3. Proposed Library Parking Structure Footprint[1]	>	SF
4. Future Library Building Expansion Footprint[1]	>	SF
5. Future Library Parking Expansion	>	SF
6. Required Local Zoning Set-Backs	>	SF
7. Desired Aesthetic Set-Backs & Amenities	>	13,375 SF
8. Miscellaneous & Unusable Space	>	SF
9. Total Square Footage of Library Project Site	>	**21,875 SF**
10. Proposed Under-Building Parking	>	SF

[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only		*A* Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > P (public), OS (open space) height and bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ●

4. If so, list the date the variance or waiver has been or will be granted: > ______ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 20,450	
6. >	Building Permit & Plan Check	$ 40,850	
7. >	Demolition Permit	$ 5,000	
8. >		$	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On November 4, 2003 the Planning Department issued a Certificate of Determination of Exemption/Exclusion from Environmental Review for the Ortega Branch Library project . The Planning Department found that construction of a new library would have no significant environmental effects and is exempt from environmental review under Class I(l)(3) and Class 3(c). Please see the attached certificate in the Supporting Documents.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The City and County of San Francisco plans to attain Leadership in Energy and Environmental Design (LEED) Certification for this project.

The project will be based on "green" design concepts of energy conservation, the introduction of natural light and air, and the use of natural, renewable materials. By intergrating these renewable materials with energy-efficient, technologically advanced ones, we aim to design a building that uses resources sensibly, economically, and imaginatively.

The new library will be oriented to utilze natural daylight. The lighting design will maximize the use of natural daylight during available hours of operation, thus reducing the lighting load on the building.

The masonry construction creates a natural thermal mass that will reduce temperature fluctuations in the internal environment. The interior materials will be durable, and wherever possible, from sustainable sources.

Mechanical system design: solar panels, heating and cooling system

Technology will be incorporated directly into the structure, ensuring that information devices and networks will be accessible, upgradable and replaceable without disrupting the interior or library services. Low power consumption and low heat generation workstations will be installed, as well as flat-screen LED monitors for lower power consumption and heat generation.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●

3. A National Historic Landmark? Yes ○ No ●

4. A National Monument? Yes ○ No ●

5. On County or Municipal Historic Designation list? Yes ○ No ●

6. On the California Register of Historical Resources list? Yes ○ No ●

7. A California Historical Landmark? Yes ○ No ●

8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

Geotechnical Report to be provided by the Department of Public Works.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Branch Library	$ 186,800
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 186,800**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability		Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ●	No ○	> $ 0
2. Fiber Optic Cable	Yes ○	No ●	> $ 0
3. Telephone	Yes ●	No ○	> $ 0
4. Gas	Yes ●	No ○	> $ 0
5. Cable TV	Yes ●	No ○	> $ 0
6. Storm Sewer	Yes ○	No ●	> $ 0
7. Sanitary Sewer	Yes ●	No ○	> $ 0
8. Water	Yes ●	No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs		Eligible	Ineligible
1. Utilities	>	$ 99,850	$
2. Cut, Fill & Rough Grading	>	$ 16,150	$
3. Special Foundation Support (pilings, etc.)	>	$ 0	$
4. Paving, curbs, gutters & sidewalks	>	$ 162,000	$
5. Retaining Walls	>	$ 0	$
6. Landscaping	>	$ 217,100	$
7. Signage	>	$ 38,300	$
8. Lighting	>	$ 98,100	$
9. Removal of underground tanks	>	$ 0	$
10. Removal of toxic materials	>	$ 0	$
11. Rock removal	>	$ 0	$
12. Traffic signals	>	$ 0	$
13. Other (Specify):	>	$ 0	$
14. Other (Specify):	>	$ 0	$
15. TOTAL SITE DEVELOPMENT COSTS:	>	$ **631,500**	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

		County Locality		**Appropriate**	
2)A. County: > City & County of SF **Name of Project County**		**B. Adjustment Factor:>** 1.2	**X**	**C. New Cost/SF:>** $ 202 **/SF** **(Select: 1A or 1B)**	**= D. >** $ 242 **/SF**
[Example:	Solano	1.07	X	$ 202 /SF	= $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF** **(Re-enter Line 2D)**

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

	Number	**Inflation**		**Locally Adjusted**		**Additional $/SF**
4)	**A. of Months:>** 61 **X .002 =** **(1/5%)**	**B. Factor: >** .122	**X**	**C. Construction $/SF: >** $ 242 **/SF** **(Re-enter 3A)**	**=**	**D. >** $ 30 **/SF**
	[Example 14 X .002 =	.028	X	$ 216 /SF	=	$ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

	Additional		**Locally Adjusted**		**Eligible Projected**
5)	**A. Cost/SF: >** $ 30 **/SF** **(Re-enter 4D)**	**+**	**B. Construction $/SF: >** $ 242 **/SF** **(Re-enter 4C)**	**=**	**C. Construction $/SF: >** $ 272 **/SF**
	[Example $ 6 /SF	+	$ 216 /SF	=	$ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 272 **/SF** **(Re-enter 5C)**

Multiplied By

7) The Square Footage of New Construction: > 8,500 **SF**

Equals

8) The Eligible Projected Construction Cost: > $ 2,312,000

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: *(10% of Line 8)* > $ 231,200

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A. >			**$ /SF**	$ 230 /SF
B. >			**$ /SF**	$ 210 /SF
C. >			**$ /SF**	$ 220 /SF
D. >			**$ /SF**	/SF
E. TOTAL		**>**	**$ /SF**	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF Divided by > ______ = > $ 0 /SF

Re-enter Line E — **# of Projects** — Locally Determined Comparable Cost per Square Foot

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 = B. Inflation Factor: > ______ X C. Locally Determined Comparable $/SF: > 0 /SF = D. > $ ______ /SF

(1/5%) — (Re-enter 10)

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ /SF + B. Locally Determined Construction $/SF: > 0 /SF = C. Eligible Projected Construction $/SF: > $ ______ /SF

(Re-enter 11D) — (Re-enter 11C)

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget ***(All projects*** ***except*** ***Multipurpose Projects)***

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction.......... >	$ 2,312,000	$
2)	Remodeling Construction.......... >	$ 0	$
3)	Contingency.......... >	$ 231,200	$
4)	Appraised Value of Building.......... >	$ 0	$
5)	Appraised Value of Land.......... >	$ 0	$
6)	Site Development.......... >	$ 631,500	$
7)	Site Demolition.......... >	$ 186,800	$
8)	Site Permits & Fees.......... >	$ 66,300	$
9)	Site Option to Purchase Agreement.......... >	$ 0	$
10)	Furnishings & Equipment Costs.......... >	$ 940,400	$
11)	Signage.......... >	$ 55,500	$
12)	Architectural & Engineering Costs.......... >	$ 1,009,650	$
13)	Construction Cost Estimator Fees.......... >	$ 22,900	$
14)	Interior Designer Fees.......... >	$ 110,000	$
15)	Geotechnical/Geohazard Reports.......... >	$ 26,400	$
16)	Hazardous Materials Consultant Fees.......... >	$ 38,500	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies.......... >	$ 0	$
18)	Library Consultant Fee.......... >	$ 0	$
19)	Construction Project Management.......... >	$ 278,100	$
20)	Other Professional Fees.......... >	$ 123,750	$
21)	Local Project Administration Costs.......... >	$ 0	$
22)	Works of Art.......... >	$ 0	$ 67,500
23)	Relocation Costs & Moving Costs.......... >	$ 0	$ 20,000
24)	Acquisition of Library Materials.......... >	$ 0	$
25)	Other (Specify): ____________ >	$ 0	$
26)	Other (Specify): ____________ >	$ 0	$
27)	Other (Specify): ____________ >	$ 0	$
28)	**TOTAL PROJECT COSTS:**.......... >	**$ 6,033,000**	**$ 87,500**

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 3,921,450
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*		> $ 2,111,550
	Sources of Local Matching Funds:		
	31) City	> $ 1,918,325	
	32) County	> $	
	33) Special District	> $	
	34) Private	> $ 170,000	
	35) Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 2,111,550
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 87,500
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> $ **6,120,500**

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, Including Conversion Projects *except* *Multipurpose Projects)*

EXPENDITURES	**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. **Salaries/Benefits**	> $ 53,135	$ 499,926
2. **Facilities Costs** Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	> $	$ 35,920
3. **Equipment & Supplies Costs** Equipment Supplies	> $ 5,000	$ 3,000
4. **Materials** Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	> $ 25,000	$ 85,000
5. **Other Allocations** (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	> $	$ 26,944
6. **Miscellaneous (Other)**	> $	$ 0
7. **TOTAL EXPENDITURES:**	> $ 83,135	$ 650,790

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ________	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue *(Multipurpose Projects Only)*

27. State Matching Funds (65% of Line 26 total eligible costs[1]).. > $

28. Local Matching Funds... > $

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City.. > $

30. County.. > $

31. Special District.. > $

32. Private.. > $

33. Other (Specify): ______________________________ > $

34. Local Credits [Land[2] and A&E Fees].. > $

35. Adjusted Local Match (Line 28 minus Line 34).. > $

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........................ > $

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**.. > $

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[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. **Salaries/Benefits**	>	$	$
2. **Facilities Costs**	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ______________________________			
3. **Equipment & Supplies Costs**	>	$	$
Equipment			
Supplies			
4. **Materials**	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. **Other Allocations** (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ______________________________			
6. **Miscellaneous (Other)**	>	$	$
7. **TOTAL EXPENDITURES:**	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Ortega Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund has increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

The current Ortega Branch Library has a staff of 8.725 FTE (full-time equivalent), including 3.725 FTE librarians and 5 FTE clerical staff. The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with the ninimal additional staffing. The first priority for additional staffing will be a full-time Library Clerical Assistant. This branch has one of the highest circulation levels in the system; and the circulation will increase significantly in the new building. The current staffing of 1.4 FTE Youth Services librarians will be able to support the joint-use agreements with the AP Giannini Middle and Sunset Elementary Schools. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $72,000 is spent annually for the materials collection of the Ingleside Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 18% to $85,000 annually when the new building is open. The current and proposed materials collection expenses are higher than most branches of a similar size due the extremely high circulation at Ortega. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an electrician, painter, carpenter and 10 building engineers on staff as well as custodial and security staff.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	01/16/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	1946
3. Schematic Plans Completion	>	01/01/05
4. Design Development Plans Completion	>	04/01/05
5. Working Drawings (90%) Completion	>	01/01/06
6. Construction Documents Completion	>	02/01/06
7. Project Advertised for Bids	>	02/01/06
8. Start of Construction	>	05/01/06
9. Estimated Mid-Point of Construction	>	02/01/07
10. Completion of Construction	>	11/01/07
11. Opening of Library Building to the Public	>	12/01/07
12. Final Fiscal & Program Compliance Review Completed	>	12/01/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> ______________________ Signature

> ______________________ Date

> Willie L. Brown Jr. — Name (type)

> Mayor — Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> ______________________ Signature

> ______________________ Date

> Susan Hildreth — Name (type)

> City Librarian — Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DOCUMENTS DEPT
NOV - 5 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

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Lonnie K. Chin
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Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A special joint meeting of the San Francisco Public Library and Recreation & Park Commissions will be held as follows:

DATE: Thursday, November 20, 2003
TIME: 12:30 PM
TIME CERTAIN - NOTE DIFFERENT TIME & MEETING LOCATION
PLACE: City Hall, Room 416

PLEASE NOTE THAT THE LIBRARY COMMISSION WILL ALSO HOLD ITS REGULAR MEETING ON THURSDAY, NOVEMBER 20, 2003 AT THE REGULAR TIME AND PLACE AT 4PM IN THE KORET AUDITORIUM, MAIN LIBRARY

The special meeting will be called to order.

1. JOINT RECREATION AND PARK AND PUBLIC LIBRARY ISSUES DISCUSSION
Presentation of and discussion of joint issues regarding branch libraries located within or adjacent to Recreation and Park Department properties, including: Bernal Heights Branch-Bernal Heights Playground; Marina Branch-Moscone Recreation Center/Playground; Ortega Branch-West Sunset Playground; Parkside Branch-McCoppin Square; and Western Addition Branch-Hamilton Recreation Center/Playground.
(Pursuant to California Government Code § 54954.3(a)("Brown Act") and SF Admin. Code §67.15(b)("Sunshine Ordinance"), each member of the public shall have the opportunity to address the Joint Library and Recreation and Park Commissions on the subject of this meeting. There will be no additional general public comment at this special meeting.)

2. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in City Hall, Room 416 immediately before and during the meeting, and (3) to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library and Recreation & Park Commissioners prior to or during the meeting in connection with the agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).
11/4/03 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 48 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 MCALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 409 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@SFGOV.ORG. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.SFGOV.ORG/SUNSHINE

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF CAMPAIGN & GOVERNMENTAL CONDUCT CODE SEC. 2.100] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS AVENUE, SUITE 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 581-2300, FAX (415) 581-2317 AND WEB SITE: SFGOV.ORG/ETHICS.

MICHAEL HOUSH, COMMISSION SECRETARY 9/11/03

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Vice President

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Lonnie K. Chin
Steven A. Coulter
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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO RECREATION & PARK AND PUBLIC LIBRARY COMMISSIONS

Draft Minutes of the special joint meeting of Thursday, November 20, 2003.
The San Francisco Recreation & Park and Public Library Commissions held a special joint meeting on Thursday, November 20, 2003 in Room 416, City Hall.

Recreation & Park Commission President John Murry and Library Commission Vice President Carol Steiman called the meeting to order at 12:36 pm.

The following members were present: Recreation & Park Commissioners John Murry, Gordon Chin, Jim Lazarus, and Larry Martin; and Library Commissioners Helen Marte Bautista, Lonnie K. Chin, Steven Coulter, and Carol Steiman. President Higueras' arrival was expected. Library Commissioners Fran Streets and Deborah Strobin were excused attendance.

Library Commission President Charles Higueras joined the meeting at 12:37pm

AGENDA ITEM #1 JOINT RECREATION AND PARK AND PUBLIC LIBRARY ISSUES

City Librarian Susan Hildreth began by thanking the Recreation & Park Commissioners, Recreation & Park Department General Manager Elizabeth Goldstein, and Government Affairs Liaison Margaret McArthur for their cooperation with the Library on issues of mutual interest and concern. Ms. Hildreth then began the discussion of joint issues regarding branch libraries located within or adjacent to Recreation and Park Department properties, including: Bernal Heights Branch-Bernal Heights Playground; Marina Branch-Moscone Recreation Center/Playground; Ortega Branch-West Sunset Playground; Parkside Branch-McCoppin Square; and Western Addition Branch-Hamilton Recreation Center/Playground. The City Librarian noted that issues related to the North Beach would be discussed at a future meeting. Recreation & Park Department General Manager Elizabeth Goldstein called the Commissioners attention to language in the City's General Plan that in the interest of protecting open space proposed eventual removal of libraries located on park properties. The General Manger suggested that the Commissioners might want to recommend reconsideration of this language as not always appropriate. Ms Goldstein noted that the Recreation & Park Department and the Public Library shared a mission and performed complementary services that well served the neighborhoods where facilities were co-located.

Marilyn Thompson, Branch Library Improvement Program Manager, then presented a detailed overview (copy attached) of the background on, current status of, and plans for future improvements at the above noted branch libraries. President Murry acknowledged that Supervisor Fiona Ma had joined the meeting and invited her to offer any comments and suggestions she might wish to make.

At the conclusion of Ms. Thompson's presentation, the City Librarian pointed out that the most pressing concern was the General Plan's open space restrictions that could impact the cooperative efforts of both departments to provide the highest and best use of these city properties to serve the community.

Commissioner Lazarus noted that he felt that the current General Plan language that all non-recreational use was non-conforming ignored the fact that the public was best served by consolidation of compatible public services in shared locations and that libraries were certainly a most compatible use, unlike sewage treatment or police/fire services. General Manager Goldstein agreed with Commissioner Lazarus that the General Plan requirements need not be an impediment and commented that steps could be taken to clear up any planning inconsistencies as needed under a revised plan. Commissioner Martin strongly supported any needed changes as beneficial to the City's children who used both departments' services. Commissioner Lazarus then raised the issue of future cooperation between the Recreation & Park Department and the Public Library as the Recreation & Park Commission began to consider citywide recreational needs. He noted the great difficulty in finding appropriate locations and suggested that some libraries might have sufficient addition space, such as the Richmond Branch, were recreational programs could be operated. Library Commissioner Lonnie Chin noted that as Principal of Spring Valley Elementary School, she was very aware of the need for cooperative efforts by all City agencies to provide safe places to meet the needs of children and youth in our very dense city. Library Commission Vice President Steiman agreed that cooperation was important and noted that both the Library and the Recreation & Park Department shared a mutually supportive educational development component in the services they provided. In response to a question by President Murry the City Librarian explained that multilevel facilities were difficult because of the additional staffing that they required, citing the recent experience with the new Ocean View Branch Library. Ms. Hildreth then outlined the Library's plans to construct five new City-owned facilities and how they related to its service model of many small neighborhood serving branches. Commissioner Lazarus recommended that both departments be more aggressive in making recreational opportunities available and consider joint funding for projects to maximize the public benefit. **Commissioner Lazarus requested that both departments' staff work together to identify potential joint use sites and bring back a report, including means of funding services, to the Commissions.** Recreation & Park Commissioner Gordon Chin noted that funds could be available through the Mayor's Office of Community Development. Supervisor Fiona Ma thanked the Commissioners for their dedication to serving youth and called attention to her efforts to work with both departments for an expansion of the Parkside Branch Library as well as for the creation of an additional swimming pool in her district.

Public comment on AGENDA ITEM #1 JOINT RECREATION AND PARK AND PUBLIC LIBRARY ISSUES

Ms. Laurie Guidas, a Parkside resident, noted that the current Branch Library was too small and was very heavily used by students from nearby schools. She urged that Commissioners take action to make an expansion of the branch possible. Ms. Nancy Wuerful, Parkside neighborhood activist, noted that her long overlooked and neglected neighborhood had rallied together to save its school, the Dianne Feinstein (Parkside) Elementary School and would continue to work for a needed expansion of its branch library. An anonymous member of the public lauded the Commissions' taking time for this important discussion of many issues and hoped to learn more. This individual expressed regret that the North Beach Branch Library was not discussed, noted that the new Mission Bay Branch was located adjacent to a recreational esplanade, and expressed concern that the plans for a rebuilt Ortega Branch might bring into conflict the needs of youth and senior users. Ms. Jean Chaitin, a Marina resident, applauded the Commissions' cooperative efforts and noted that, if increased space for seniors became available at the Moscone Recreation Center, there could be more room in the branch library for other activities. Mr. Peter Warfield found the agenda item description not sufficiently informative and suggested that parks and libraries did not always have compatible uses. Mr. Warfield opined that if space could be found for the North Beach Branch Library in an existing building then the library site could be returned to Recreation & Park use. Ms. Sue Cauthen commented that people wanted more books in their libraries and that opportunities for expansion were important. Ms. Cauthen suggested a broader look at all branch libraries to consider possible expansion.

Commission discussion of AGENDA ITEM #1

Library Commission President Charles Higueras, AIA, noted that this was the first such meeting and that he looked forward to both departments' staff working closely together. President Higueras noted the importance of cooperation between City departments in this era of limited resources. President Higueras suggested that realistic planning was vital, pointing out that the Branch Library Improvement Bond Program approved in 2000 had been reduced by $20 million by the Capital Improvement Advisory Committee below what was needed before it was presented to the voters. **Recreation & Park Commission President John Murry recommended that staff prepare three possible actions for Commission consideration: a request for modification of the General Plan requirement calling for removal of libraries, consideration of plans, with full site presentations, for potential locations for expansion of services; and a joint staff recommendation in 4 to 6 months reviewing recreational opportunities such as tot lots on existing library open space.**

AGENDA ITEM #2 ADJOURNMENT

There being no additional business before the joint meeting, a call for adjournment was made. No public comment was offered and the joint special meeting of the Library and Recreation & Park Commissions adjourned at 1:38pm

Michael Housh, Secretary Public Library Commission 11/30/03

Please note: These are draft Minutes subject to change by the Recreation & Park and Library Commissions. Copies of Commission Minutes and handouts are available in the Office of the Library Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the special Joint Recreation & Park and Public Library Commissions' Meeting of November 20, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Recreation & Park or Public Library Commissions.

The number of members of the public who spoke anonymously at this meeting. 1

City and County of San Francisco **Recreation and Park Department**

DATE: November 12, 2003

TO: Recreation and Park Commission

THRU: Elizabeth Goldstein, General Manager
Yomi Agunbiade, Capital Program Manager

FROM: Robert McDonald, Park Planner

RE: Joint Recreation and Park and Library Commission Meeting – Informational Presentation

Agenda Item Wording:

Presentation of and discussion of joint issues regarding branch libraries located within or adjacent to Recreation and Park Department properties, including: Bernal Heights Branch-Bernal Heights Playground; Marina Branch-Moscone Recreation Center/Playground; Ortega Branch-West Sunset Playground; Parkside Branch-McCoppin Square; and Western Additional Branch-Hamilton Recreation Center Playground.

Background/Description:

In November 2000 San Francisco voters passed Proposition A, the Branch Library Improvement Program, totaling $105.9 million. Combined with other state and local, public and private fund sources, this program will renovate 19 branches, replace four leased facilities with City-owned branches, and construct a new branch in Mission Bay. Attachment A provides the locations for each branch library, categorizing each by year of improvement and improvement type.

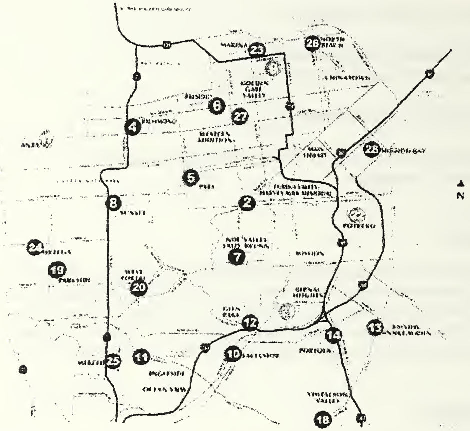
Out of the facilities being improved with Proposition A Bond monies, five facilities will be located on land either under the jurisdiction of or next to properties under the jurisdiction of the Recreation and Park Commission. These facilities include:

1) *Parkside Library*, located next to *McCoppin Square*, a property under the Jurisdiction of the Recreation and Park Commission;
2) *Western Addition Library*, located on *Hamilton Park/Recreation Center*, a property under the jurisdiction of the Recreation and Park Commission;
3) *Bernal Heights Branch*, located on *Bernal Heights Playground*, a property next to a property under the jurisdiction of the Recreation and Park Commission;

McLaren Lodge, Golden Gate Park
501 Stanyan Street
San Francisco, CA 94117-1898

FAX: (415) 666-7130
Phone: (415) 831-2700

ATTACHMENT A


MARINA
23
NORTH BEACH
26
CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
6
27
RICHMOND
4
WESTERN ADDITION
ANZA
MAIN LIBRARY
MISSION BAY
28
5
PARK
8
SUNSET
2
POTRERO
7
MISSION
24
ORTEGA
19
PARKSIDE
WEST PORTAL
20
BERNAL HEIGHTS
GLEN PARK
12
13
14
PORTOLA
10
EXCELSIOR
11
25
MERCED
INGLESIDE
OCEAN VIEW
VISITACION VALLEY
18
N

- ●2001 - 2002 (4,10,12,28)
- ●2002 - 2004 (7,8,11,14,18,19,20,23,26)
- ●2004 - 2005 (2,13,24,27)
- ●2005 - 2007 (9,17,21,22)
- ●2007 - 2008 (5,6,25)

Renovations

Anza (17)
Bayview (13)
Bernal Heights (21)
Eureka Valley (2)
Excelsior (10)
Golden Gate Valley (9)
Marina (23)
Merced (25)
Noe Valley (7)
North Beach (26)
Ortega (24)
Park (5)
Parkside (19)
Potrero (22)
Presidio (6)
Richmond (4)
Sunset (8)
West Portal (20)
Western Addition (27)

New Construction

Glen Park (12)
Ingleside (11)
Mission Bay (28)
Portola (14)
Visitacion Valley (18)

San Francisco Public Library

Memorandum

To: Honorable Members of the San Francisco Recreation and Parks Commission and San Francisco Library Commission

From: Susan Hildreth, City Librarian

Re: Joint Recreation and Park Commission Meeting – Informational Presentation

Date: November 20, 2003

Background

The San Francisco Public Library has embarked on a program of renovating and/or replacing its branch library facilities. The Branch Library Improvement Program is funded by a $106 million City general obligation bond overwhelmingly passed by the voters in November 2000. In addition, the Library will be applying for State Public Library Construction & Renovation funds (Proposition 14) to fully fund the program.

There has always been great cooperation between the San Francisco Public Library (SFPL) and the San Francisco Recreation and Park Department and we anticipate continuing this relationship in the future. We asked for this special joint commission meeting to discuss potential issues of concern to both departments as we plan for new and renovated branch libraries adjacent to parkland.

Key Issues

Building footprint and jurisdictional inconsistencies

Historically, the jurisdiction of City property between departments has not always been very clear. As described in each branch profile, the Library will need to work with the Recreation and Park Department and possibly seek Recreation and Park Commission approval to define the property lines needed for re-orienting and/or expanding branch libraries. Robert McDonald of the Recreation and Park Department as well as the City Real Estate Department are researching these situations.

Open Space considerations

The San Francisco Master Plan and the Community Facilities Element of the General Plan are in conflict regarding libraries and recreational facilities near parks.

Policy 4 of the San Francisco Master Plan urges projects to: "Gradually eliminate non-recreational uses in parks and playground and reduce automobile traffic in and around public open spaces." It specifically states: "In the past parks and playgrounds have been used as sites for public facilities such as libraries, fire and police stations, sewer plants and schools.....In cases where it is possible to provide services elsewhere, it should be the City's policy to eliminate non-recreational uses in parks and playgrounds, demolish the facility and return the site to open space use...."

In contrast, the Library Facilities section of the Community Facilities Element of the General Plan urges "Development of a public library system in San Francisco which will make adequate and efficient library service freely available to everyone within the City, and which will be in harmony with related public service facilities...." It also states "branch libraries should be located where a variety of community facilities attracts residents of the surrounding area."

Libraries expanding role as community centers
As stated above, the definition of the library as a non-recreational use is somewhat artificial. Members of the public often see no distinctions between City services. A parent bringing their child to the branch library may stop at the nearby Recreation Center to play ping pong. Also, branch libraries are increasingly seen as community gathering places for the neighborhood. There are many recreational and educational programs and activities offered at each branch library. In fact, both departments are planning to collaborate even more in the new or expanded facilities to use the library and recreation center spaces as effectively as possible as well as to integrate the service programs.

Next Steps

Developing new public facilities or expanding existing ones is a challenge in the dense, urban environment of San Francisco. In light of the competing public goods that are addressed in the City's Master Plan, I am hopeful that the Recreation and Park Commission and the Library Commission can develop mutually beneficial programs that, first and foremost, serve the needs of the public and also address the open space priorities.

As each project progresses and City approvals are required, we would like to work closely with the Recreation and Park Department to develop library designs compatible with the surrounding park uses. We anticipate that we will come to the Recreation and Park Commission with specific, detailed discussion for appropriate projects on or adjacent to Recreation and Park property.

We look forward to providing useful and exciting facilities throughout San Francisco. Please feel free to contact me at 557-4232 or shildreth@sfpl.org if you need further information.

BERNAL HEIGHTS BRANCH LIBRARY AT BERNAL HEIGHTS PLAYGROUND

Year Built: 1940
Architect: Frederick Meyer
Number of Stories: Two
Address: 500 Cortland Avenue
Start construction: 2007

Library lot size: 10,720 square feet
Current building size: 8,063 square feet
Proposed building size: Approx. 8,869 square feet

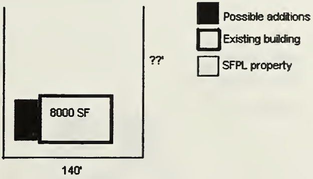
Zoning: Public (P)
Height/bulk: Open Space (OS)

Ownership: Library

Basis of acquisition, ownership or jurisdiction:
Board of Supervisors Ordinance 0364-90 (11/6/90)

Key issues:
The SF General Plan discourages library buildings on Open Space land and the Library will need a General Plan referral to expand the branch's footprint.

Proposal:
Renovate and expand within current library property. The Library has not given this project serious study yet.



MARINA BRANCH LIBRARY AT GEORGE R. MOSCONE REC CENTER

Year Built: 1953
Architect: Appleton & Wolfard
Number of Stories: One
Address: 1893 Chestnut Street
Start construction: TBD

Library lot size: 6,000 square feet
Current building size: 6,509 square feet
Proposed building size: Approx. 7,900 square feet

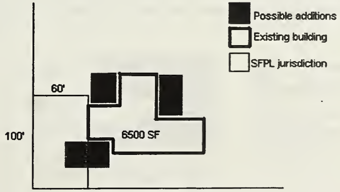
Zoning: Public (P)
Height/Bulk: Open Space (OS)

Ownership: Rec/Park

Basis of acquisition, ownership or jurisdiction:
Board of Supervisors Resolution 7352 (4/5/48) and Resolution 953 (11/13/52)

Key issues:
The current branch building is not within the footprint allocated to the Library. Also, the SF General Plan discourages library buildings on Open Space land and the Library will need a General Plan referral to expand the branch's footprint.

Proposal:
Expand the branch in one of three possible locations that are currently not used as open space, and enhance surrounding park land.



ORTEGA BRANCH LIBRARY AT WEST SUNSET PLAYGROUND

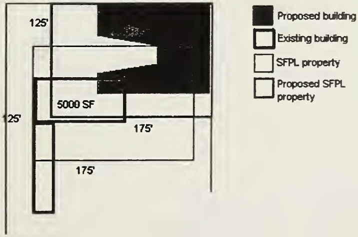
Year Built:	1956
Architect:	Appleton & Wolfard
Number of Stories:	One
Address:	3223 Ortega Street
Start construction:	TBD

Library lot size:	21,875 square feet
Current building size:	4,057 square feet
Proposed building size:	Approx. 5,940 square feet (renovation/expansion) Or 8,500 square feet (new construction)
Zoning:	Public (P)
Height/Bulk:	Open Space (OS)
Ownership:	Library

Basis of acquisition, ownership or jurisdiction:
Board of Supervisors Resolution 5824 (9/19/46)

Key issues:
The Library owns a 125 x 175 foot parcel within Rec/Park property, though the boundaries are not defined by the Board of Supervisors. If the Library constructs a new building, it would like to move the non-defined footprint closer to the street. Also, the SF General Plan discourages library buildings on Open Space land and the Library will need a General Plan referral to expand or change the branch's footprint.

Proposal:
The Library is applying for state funding for the Ortega Branch. If the Library receives these funds, it would construct a new branch. If not, the current branch would be renovated and expanded. For new construction, the library would build a branch closer to the street, shifting the non-defined footprint to encompass the new building. The Library proposes to improve the surrounding open space and demolish the reading room or make it available to Rec/Park. Mechanical room and restrooms adjoining Rec/Park community center would remain.



PARKSIDE BRANCH LIBRARY AT McCOPPIN SQUARE

Year Built	1951
Architect	Appleton & Wolfard
Number of Stories:	One
Address:	1200 Taraval @ 22nd Ave.
Start construction:	TBD

Library lot size:	12,580 square feet
Current building size:	5,824 square feet
Proposed building size:	5,824 square feet (renovation) or Approx. 6,875 square feet (renovation and expansion)

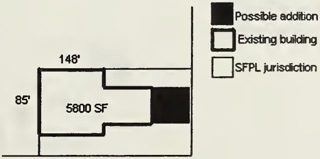
Zoning:	Public (P)
Height/bulk:	Open Space (OS)

Ownership:	Rec/Park

Basis of acquisition, ownership or jurisdiction:
Van Ness Outside Land Ordinance (6/20/1855) and
Recreation and Park Commission Resolution No. 155 (11/9/50)

Key issues:
The Library has Rec/Park jurisdictional approval to use 12,580 SF for library purposes. However, the SF General Plan discourages library buildings on Open Space land and the Library will need a General Plan referral to expand the branch.

Proposal:
The Library would like to expand or renovate the branch within the currently allocated footprint.



WESTERN ADDITION BRANCH LIBRARY AT HAMILTON PARK REC CENTER

Year Built:	1966
Architect:	Appleton and Wolfard
Number of Stories:	1
Address:	1550 Scott Street
Start construction:	2006

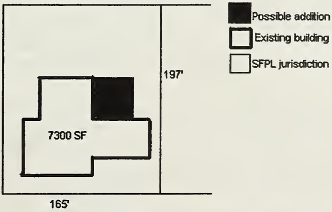
Library lot size:	Approx. 32,505 square feet
Current building size:	7,308 square feet
Proposed building size:	7,308 square feet (renovation) or 8,500 square feet (possible expansion)

Zoning:	Public (P)
Height/bulk:	Open Space (OS)
Ownership:	Rec/Park

Basis of acquisition, ownership or jurisdiction:
Van Ness Outside Land Ordinance 6/20/1855

Key issues:
The SF General Plan discourages library buildings on Open Space land and the Library will need a General Plan referral to expand the branch's footprint.

Proposal:
Renovate only or possibly expand. The Library has not given this project serious study yet.



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11/20/03

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Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 20, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 16, 2003.
Explanatory document: draft Minutes

2. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.).

3. BOND PROGRAM MANAGER'S REPORT — DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: City Surety Bond Program review *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. INGLESIDE PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS — ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of an application for Prop. 14 State Library Bond Act funds for the Ingleside Branch Library.
Explanatory documents: draft Prop. 14 application form and selected attachments

5. PORTOLA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS — ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of an application for Prop. 14 State Library Bond Act funds for the Portola Branch Library.
Explanatory documents: draft Prop. 14 application form and selected attachments

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 48 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 MCALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 409 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@SFGOV.ORG. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.SFGOV.ORG/SUNSHINE

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF CAMPAIGN & GOVERNMENTAL CONDUCT CODE SEC. 2.100] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS AVENUE, SUITE 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 581-2300, FAX (415) 581-2317 AND WEB SITE: SFGOV.ORG/ETHICS.

MICHAEL HOUSH, COMMISSION SECRETARY 9/11/03

6. VISITACION VALLEY PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of an application for Prop. 14 State Library Bond Act funds for the Visitacion Valley Branch Library.

Explanatory documents: draft Prop. 14 application form and selected attachments

7. ORTEGA PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of an application for Prop. 14 State Library Bond Act funds for the Ortega Branch Library.

Explanatory documents: draft Prop. 14 application form and selected attachments

8. RICHMOND PROP. 14 APPLICATION FORM & SELECTED ATTACHMENTS ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of a revised application for Prop. 14 State Library Bond Act funds for the Richmond Branch Library.

Explanatory documents: draft Prop. 14 application form and selected attachments

9. LIBRARY HISTORY PLAQUES DISCUSSION

Presentation and discussion of a series of plaques chronicling the history of the San Francisco Public Library from its beginnings until the present and honoring those who made significant contributions to be located in the Larkin Street entrance of the Main Library.

Explanatory Document: revised Wall of Library Heroes memo

10. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

11/17/03 - M. Housh, Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION RESOLUTION NO. 8-03
INGLESIDE BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Ingleside Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Ingleside Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Ingleside Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ingleside Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
It's a privilege to serve you®

November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Ingleside Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $155,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

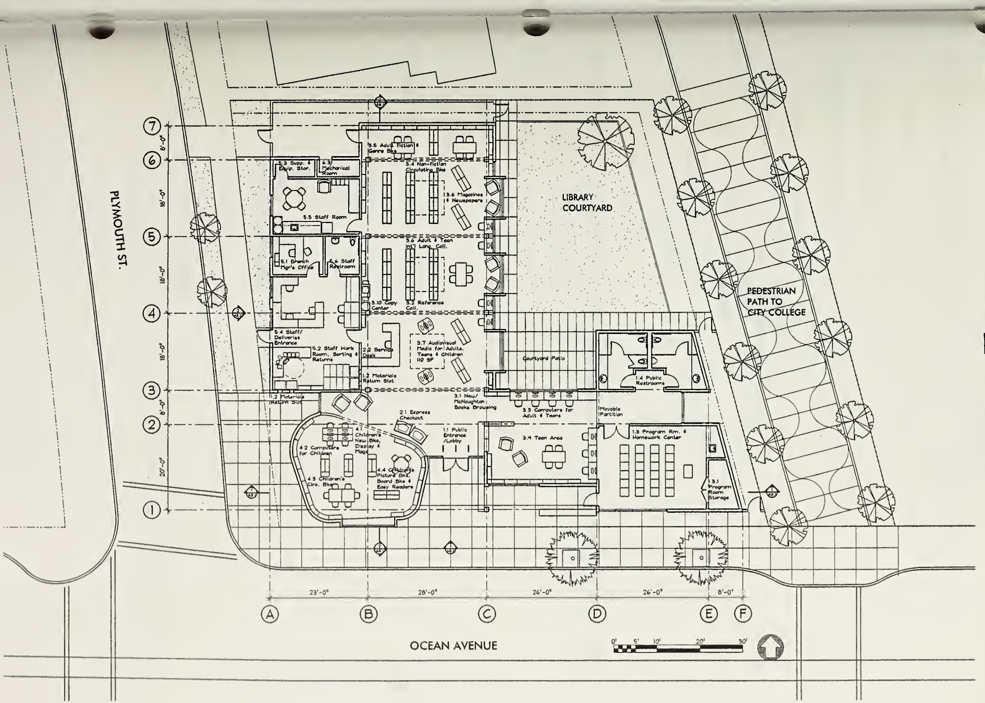
Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco Los Angeles Santa Barbara San Diego Las Vegas New York

111 PINE STREET, SAN FRANCISCO, CALIFORNIA 94111-5602, TEL (415) 392-1400 OR (800) 392-1400, FAX (415) 392-1413


PLYMOUTH ST.
OCEAN AVENUE
LIBRARY COURTYARD
PEDESTRIAN PATH TO CITY COLLEGE
Courtyard Patio
3.5 Adult Fiction & Genre Bks
3.4 Non-fiction Circulating Bks
3.6 Magazines & Newspapers
3.6 Adult & Teen Int'l Lang. Coll.
3.10 Copy Center
3.2 Reference Coll.
3.7 Audiovisual Media for Adults, Teens & Children 110 SF
2.2 Service Desk
1.2 Materials Return Slot
3.1 New/ McNaughton Books Browsing
3.3 Computers for Adult & Teens
5.3 Supp. & Equip. Stor.
6.3 Mechanical Room
5.5 Staff Room
5.1 Branch Mgr's Office
5.6 Staff Restroom
5.4 Staff/ Deliveries Entrance
5.2 Staff Work Room, Sorting & Returns
1.2 Materials Return Slot
2.1 Express Checkout
1.1 Public Entrance /Lobby
4.1 Children's New Bks, Display & Mags
4.2 Computers for Children
4.3 Children's Circ. Bks
4.4 Children's Picture Bks, Board Bks & Easy Readers
3.4 Teen Area
1.4 Public Restrooms
Movable Partition
1.3 Program Rm. & Homework Center
13.1 Program Room Storage
7
6
5
4
3
2
1
8'-0"
16'-0"
16'-0"
16'-0"
8'-0"
20'-0"
A
B
C
D
E
F
23'-0"
28'-0"
26'-0"
26'-0"
8'-0"
0'
5'
10'
20'
30'

GROUP 4
ARCHITECTURE
RESEARCH +
PLANNING, INC
301 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
650-871-0709

FOUGERON
ARCHITECTURE
720 YORK ST. 107
SAN FRANCISCO
CA 94110 USA
415.641.5744

CITY OF
SAN FRANCISCO

INGLESIDE BRANCH LIBRARY

DRAFT

1298 OCEAN AVENUE
SAN FRANCISCO
CA, 94112

WAYNE GEHRKE
No. C-9207
Ren. 7-31-01

WAYNE	GEHRKE
CA REG.	C-9207
PROJECT :	03327-01
FILE:	27A0200

ISSUE	DATE
CONCEPUTUAL DESIGN SUBMITTAL	10.30.03

SHEET TITLE AND NO.
FLOOR PLAN

A2.0

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DRAFT

Ingleside

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2. Application Form

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    - C. Marketable Record Title
    - D. Verification of Ownership
    - E. Boundary Survey
    - F. Geotechnical Report
    - G. Visual Record of Site
    - H. Maps of Site
    - I. Site Appraisal

Needs Assessment, Plan of Service, Building Program & Joint Use Cooperative Agreement

4. Community Library Needs Assessment
5. Library Plan of Service
6. Building Program
7. Cooperative Agreement

Conceptual Plans

8. Conceptual Plans
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    - L. Floor Plan
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    - N. Elevations
    - O. Outline Specifications

Financial and Certifications

9. Financial and Certifications
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    - Q. Resolution by the City and County of San Francisco Board of Supervisors
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DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Ingleside Branch Library

2. **Type of Applicant Jurisdiction:** > ***(Check one only)*** City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street

San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor

1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor

100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > Drew Harrington

(If applicable)

Title: > Library Consultant Phone: > 541.342.4034

E-mail: > drew.harrington@comcast.net

Address: > 1418 E. 23rd Avenue, Eugene OR 97403

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Wayne Gehrke, AIA **License #** > C 9207

Providing construction budget estimate and/or conceptual plans.

Title: > Principal, Fougeron/Group 4 Architecture Phone: > 650.871.0709

E-mail: > wgehrke@g4arch.com

Address: > 301 Linden Avenue
South San Francisco CA 94080

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > David Cobb

(If applicable)

Title: > Estimator, David Langdon Adamson Phone: > 415.981.1004

E-mail: > dcobb@dladamson.com

Address: > 170 Columbus Avenue, Suite 301
San Francisco, CA 94133

18. Hazardous Materials Consultant: > Glenn S. Young, R.G.

(If applicable)

Title: > Principal Geologist, Fugro West, Inc. Phone: > 510.268.0461

E-mail: > gyoung@fugro.com

Address: > 1000 Broadway, Suite 200
Oakland, CA 94607

19. Project Interior Designer: > Wayne Gehrke, AIA

(If applicable)

Title: > Principal, Fougeron/Group 4 Architecture Phone: > 650.871.0709

E-mail: > wgehrke@g4arch.com

Address: > 301 Linden Avenue, South San Francisco, CA 94080

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. Construction of a New Public Library Building > 6,100 SF

2. Conversion of an Existing Building into a New Public Library Building > ______ SF

3. Conversion and Expansion of an Existing Building into a New Public Library > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

Priority:

☑ *First Priority "Joint Use"*

☐ Co-Location Joint Use

☑ Joint Venture Joint Use

☐ Computer Center

☑ Family Literacy Center

☑ Homework Center

☐ Shared Electronic/Telecommunications

☐ Subject Specialty Center

☐ Career Center

☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. Remodeling an Existing Public Library Building > ______ SF

5. Remodeling and Expansion of an Existing Public Library Building > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF

Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use		SQ FT	%
1. Dedicated to Public Library Use ***(Including Public Library / School Library Use, if Joint Use Project)***		> ______ SF	0 *Line 1 SF divided by (Line 1 SF + Line 3 SF)*
2. Dedicated to "Other" Uses	**SQ FT**		
A. Specify > ______	______ SF		
B. Specify > ______	______ SF		
C. Specify > ______	______ SF		
D. Specify > ______	______ SF		
E. Specify > ______	______ SF		
F. Specify > ______	______ SF		
G. Specify > ______	______ SF		
H. Specify > ______	______ SF		
3. Subtotal: Dedicated to "Other" Uses		> 0 SF *Add Lines 2A SF thru 2H SF*	0 *Line 3 SF divided by (Line 1 SF + Line 3 SF)*
4. Common Areas[1]			
5. Subtotal: Total of Common Areas[1]		> ______ SF *Must equal Line 6 SF + Line 7 SF*	
	SQ FT		
6. Public Library Pro Rata Share of Common Areas[1]	> 0 SF *Line 5 SF x % in Line 1*		
7. "Other" Uses Pro Rata Share of Common Areas[1]	> 0 SF *Line 5 SF x % in Line 3*		
8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE		> 0 SF *Add Lines 1SF, 3 SF, & 5 SF*	
9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE	> 0 SF *Line 1 SF + Line 6 SF*		

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[1] ***"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.***

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 10,676

2. *Source:* > U.S. Census 1980

3. ***Population Percentage Change from 1980 to 2000:*** > 19%

4. ***Public library project's service area 2000 population:*** > 12,738

5. *Source:* > U.S. Census 2000

6. ***Population Percentage Change from 2000 to 2020:*** > 4%

7. ***Public library project's service area 2020 population:*** > 13,288

8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 325

10. *Source:* > Aptos Middle School, San Francisco Unified School District records, 1981/82

11. ***Population Percentage Change from 1980 to 2000:*** > 149%

12. ***Project's public school attendance area(s) 2000 student population:*** > 810

13. *Source:* > Aptos Middle School, San Francisco Unified School District records, 2000

14. ***Population Percentage Change from 2000 to 2020:*** > ____ %

15. ***Project's public school attendance area(s) 2020 student population:*** > ____

16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's General Fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million bond general obligation measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system.The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Ingleside Branch will become one of those community centers, with a program room to support its collaboration with the Aptos Middle School as well as to support library programs and community after-hours use. The branches nearby the Ingleside Branch have been or will be improved. The 8,500 square foot Excelsior Branch will be completely renovated by Summer 2004. The 5,000 square foot, 2-story Ocean View Branch was opened in 2000 and serves as the community center for a low-income neigborhood. The 5,300 square foot Merced Branch will be renovated and slightly expanded by 2010. At this time, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being prorammed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○
2. Will the library site be owned by the applicant? Yes ● No ○
3. Will the library site be leased by the applicant? Yes ○ No ●
4. If the library site will be leased, provide the name of the owner: > N/A
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
   [See Education Code section 19995(c)]
6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building ***(For Conversion Projects Only)***

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○
8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building ***(For Conversion Projects Only)***

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 1,680,000
    (or library portion of site, if multipurpose project)
12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building ***(For Conversion Projects Only)***

13. What is the appraised value of the building? > $
    (or library portion of site, if multipurpose project)
14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Ingleside branch will be a one-story building located on a prominent corner of the library's service area at Ocean Avenue and Plymouth Street, on the north side of Ocean Avenue. The branch entrance will face Ocean Avenue.

The Ingleside neighborhood consists largely of single-family houses. Ocean Avenue which runs east - west between Junipero Serra and Ocean Avenue at the Geneva Avenue split (at the entrance to City College) is the major corridor for the community. A variety of commercial, social and civic organizations are represented along this approximately 1.5 mile route, including a senior center, church, chain stores such as Blockbuster and MacDonald's and cafes. The branch is located in the heart of this commercial district, approximately 1mile from Junipero Serra and 1/2 mile from the Interstate 280 entrance. Because of this it will be easily accessible to residents of the entire service area. Pedestrian sidewalks run in front of the branch on Ocean Avenue and along Plymouth Street as well. There is a traffic light at Ocean and Plymouth that eases access to residents living on the south side of Ocean Avenue. Street lights and pedestrian crossings punctuate the length of the corridor. Recent street improvements along Ocean Avenue included extending concrete bulges into the street at cross walks to improve safety and to slow traffic.

The Ingleside library service area is bounded by Highway 280 on the east, Junipero Serra Boulevard to the west, the City College campus to the north and to the south by the Merced Heights and Ocean View districts. The south boundaries of the service area are distinquished by the geography, several rolling hills separate the neighborhoods creating a natural boundary. Ocean Avenue continues crossing east over Interstate 280 with access over the highway provided for pedestrians, bicycles and mass transit as well as by automobile to access the Balboa BART terminal. Extensive plans to enhance and further improve the civic space and movement along the Ocean Avenue corridor are included in the Balboa Park Station Area Plan (SF Planning Department (10/02).

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 9

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The branch is well served by public transit. The K streetcar line runs along Ocean Avenue and stops within 500 feet of the branch. This line connects with the Balboa Park BART station, and the West Portal Muni station for excellent connections to the rest of the city and the entire Bay Area. Recent Ocean Avenue street improvements have been completed. These extensive renovations focused on streetscape and public transportation improvements. The multi-year, multi-project effort was undertaken by Muni and other City departments and included inproved lighting and installation of new Muni passenger platforms.

In addition to the street car, the branch is served by six bus lines. Five of the lines offer wheelchair access during all operating hours (indicated by a * on the following list)

The following provide wheelchair access during all operating hours:

The K streetcar line has an accessible station at Ocean and Brighton, within 500 feet of the library.

K – 7 days a week, every 6-20 minutes; 54* – 7 days a week, every 22 minutes; 29* – 7 days a week, every 10-20 minutes; 15* – 7 days a week, every 6-20 minutes; 36* – 7 days a week, every 20 minutes and 91* Owl – 7 days a week (between midnight-5:00am) every 20 minutes.

BART (Bay Area Rapid Transit system) serves the Ingleside community via the Balboa Bart station which is located one block east of Interstate 280 adjacent to the City College campus.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

The Ingleside branch library is surrounded by sidewalks for easy pedestrian access. Curb cuts are located at all corners to facilitate access by disabled library users. Ocean Avenue is a city designated bike route. The library will be located within an area covered by the Balboa Park Station Area Plan. This plan includes many proposals directly related to improving bicycle access to the Ingleside neighborhood, including the addition of a bicycle lane on parts of Ocean Avenue, which does not currently have one. The Plan also proposes to widen sidewalks in the area to improve pedestrian access, and install boldly-marked crosswalks to improve pedestrian safety when crossing streets.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:

*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.

The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Ingleside service area includes the area west of Highway 280, east of Junipero Serra, south of Mangells, and north of Holloway and Ashton. An entrance to Highway 280 lies within ½ mile of the branch, providing cross-town access and access to the Peninsula. Ocean Avenue is a major street running east-west from the Excelsior District to the Sunset district, providing access to the southern part of the city, while Junipero Serra Boulevard runs north-south, connecting Ingleside to the West Portal neighborhood, to downtown and the northern part of the city via Portola/Market, and to the Peninsula via another connection to Highway 280.

To facilitate access for disabled users, there are curb cuts on every corner within 500 feet of the branch. No off street parking is provided by the library, but there are 15 - 1 hour metered spaces on Ocean within 500 feet of the branch, as well as 2 additional metered spaces available after business hours. There are also 22- 1 hour parking spaces available on Ocean within 500 feet of the branch. On side streets there 96 spaces within 500 feet of the branch. Most of these are in residential parking permit areas and are limited to two hours, while 10 of them are in a one hour parking zone. There is one handicapped parking space across the street from the branch. Further than 500 feet from the branch are additional metered spaces on Ocean Avenue, and parking controlled by residential parking permits on the side streets.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Ocean Avenue West of Howth Street	4	24,143	01/15/99
2. >	Ocean Avenue West of San Fernando Way	18	18,817	09/14/98
3. >	Ocean Avenue East of Cayuga Avenue	9	6,152	05/13/96
4. >	Ocean Avenue East of Phelan Avenue	4	29,084	09/07/94

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street.. > 133 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 133 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?...................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?....................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:
# of Square Feet of Parking > - SF
# of Square Feet of Building > 6,100 SF
= 0.00 SF of Parking / 1 SF of Building

Example:
# of Square Feet of Parking 15,000 SF
# of Square Feet of Building 10,000 SF
= 1.50 SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The Ingleside Branch is well served by mass transit, the library is easily accessible to pedestrians and bicyclists, and there is abundant on-street parking near the branch. Ocean Avenue is designated as an official city bike route. For pedestrians, the branch is surrounded by sidewalks, and there are curb cuts on all corners near the branch to facilitate handicapped access to the branch. The Ingleside branch has excellent mass transit options, with 9 transit stops within ¼ mile of the branch. 6 different transit lines bring people to the Ingleside neighborhood. The K street car line runs directly along Ocean Avenue, stopping within ½ block of the branch. There is a handicapped K stop 1 block away. The Phelan Loop transit hub near the branch brings 4 bus lines within ¼ mile of the branch, and the 29 bus line stops in front of the branch.

In the Balboa Park Station Area Plan, emphasis is placed on maximizing parking for people coming to Ocean Avenue for short-term purposes such as shopping or using the library. The Department of Planning document includes plans to: improve pedestrian access by installing boldly-marked crosswalks so drivers will be aware that pedestrians are crossing; designate Holloway Avenue, a street that runs parallel to Ocean two blocks to the south as a "bicycle boulevard" throughout the Ingleside branch service area; increase parking including conversion of some existing parallel parking to diagonal parking; installation of parking meters on side streets to discourage long-term parking close to the shopping area; and extending parking meters to the stretch of Ocean Avenue east of the branch, which is currently zoned as 1 hour parking but not metered. There are also plans to find nearby parking for local merchants and workers so that they will not take up spaces meant for Ocean Avenue shoppers.Community input was integral to creating the Balboa Park Plan.

The same types of concerns, the need for wide sidewalks and pedestrain paths were echoed in the library's needs assessment process. The Library found that the vast majority of users of the leased site branch (located 4 blocks west of the new branch) are residents, people that work close by & teachers and students from neighborhood schools.
The SF Planning Department environmental review (August 28, 2003) for this project, applying the *San Francisco Planning Code* Section 151, Schedule for Required Off-street Parking Spaces concluded that 'no off-street parking is required'.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The new Ingleside Branch Library is centrally located in its service area and has a prominent comer location on the main commercial thoroughfare, Ocean Avenue. It is located ______miles to the east of Junipero Serra Boulevard, a major north-south thoroughfare, and ____ miles to the west of Highway 28, a heavily used east-west freeway that connects San Francisco to the San Mateo penninsula. The library will be on the north east corner of a busy street on the eastern edge of the neighborhood commercial district. The library will serve as a bridge from the 1-2 story commercial buildings to the west and the multi-story mixed use development that is being planned as its neighbor to the east. Beyond the mixed use development is the City College main campus, which has multi-level buildings that are set back from the street. The City College campus is undergoing masterplanning and is planning for a new arts/cultural facility that will also face Ocean Avenue. The design of the branch provides for an exciting, uniquely shaped element on the corner of the site with an adjacent plaza area and building massing on Ocean Avenue frontage. The new branch will be a significant visual improvement over the fenced auto repair shop that is currently on the site.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The library site is a corner location on the busy main thoroughfare of the Ingleside neighborhood, Ocean Avenue. The new site, at .2 miles away, is easibly reachable from the current site. The site is also adjacent to a larger commercial property whiich is being developed as a mixed-use retail and housing development. The site is very close to the main campus of the City College, used by over _________ students daily. The site is centrally located on the busy commercial avenue which is the heart of the Ingleside neighborhood. The site has close proximity to both retail businesses and residential neighborhoods.The site is also ______ miles from Interstate 280, a major east/west artery through southwestem San Francisco. The site is within several blocks of 2 elementary schools, 2 middle schools and 2 high schools.

Ocean Avenue is the main traffic and commercial artery of the neighborhood. Once a thriving area with supermarkets, banks and shops for residents, the 1980's and early 1990'2 saw a period of decline. In the Balboa Park Station Area Plan, the City's Planning Department focused on ways to improve the neighborhood which included the establishment of the new branch library on a key corner site. The City is making an investment in this neigborhood by providing enhanced light rail service, sidewalk repaving and lighting upgrades on Ocean Avenue. The new library will serve as the bridge between the older, established retail area and the new, more densely developed area as well as the City College campus.

Many bus and light rail lines run through this neigborhood, with Ocean Avenue as the key corridor. The new site is ___ miles from Balboa Park BART (Bay Area Rapid Transit) station, which is a main switching point for transportation throughout the Bay area.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library worked closely with the community and the Planning Department in selecting the library site. While the Library was looking for the site, the Planning Department was developing the Balboa Park Area plan which is the neighborhood of the library. Close collaboration occurred. The Library also worked closely with the City's Department of Real Estate to identify sites in the neighborhood that met the Library's criteria of at least 8,000 square feet , to accomodate a 6,100 sf facility, with good visibility and easy access. The Library is currently in a leased 1920's Bank of America facility which is architecturally charming but does not function well as a library. In March 2001, 8 possible sites were presented at a community meeting, including the existing location. The field was quickly narrowed to 4. The 4 sites were studied further, including an in-depth analysis of the existing location that showed renovation was not feasible. In April 2002, the Library Commission authorized staff to enter into negotiations for the proposed libary site at 1250 Ocean Ave. Negotiations were successful; and the City purchased the site in November 2003. This site, at 11,120 sf, was determined to be the most appropriate due to possibility of future expansion and location on a prominent corner of the neighborhood. Currently, there is an auto repair shop on the property which is a blight in the neighborhood; and residents are eager to welcome the public library on this site. The site is adjacent to a larger commercial site which is being planned for mixed use retail and housing and will blend well with the library. The planned library use on the corner site was included in the Balboa Park plan. The Library was also successful, with the help of the neighboring Westwood Park subdivison residents, in conducting an election to remove the library site from the 1917 subdivision design and development regulations.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Identifying available properties of at least 8-10,000 sf in a city as densely populated and as developed as San Francisco, is a great challenge. Another limitation that the Library imposed on its site review was that we would not displace any current housing. so the field of site choices was very limited in Ingleside and other neighborhoods as well.

The Library worked closely with the community in indentifying and vetting potential sites in Ingleside. The Ingleside commerical strip on Ocean Avenue has informal boundaries that are set by the neighborhood residents; and the Library was successful in identifying a site within these parameters. The Library also worked closely with the Planning Department in integrating the Library's needs and desires for its site in the Balboa Park Station Area Plan.

The library site was selected for several key reasons. It is a corner site of 11,120 sf that will provide a prominent, easily visible and accessible location for the new library and also provide room for future expansion. Also, the current use on the site, is an auto mechanic garage. It is unsightly to public view, cars being repaired create traffic and parking hazards, and the gateway corner to the Ingleside neighborhood does not represent an exciting or welcoming view into the neighborhood. The new library will provide an exciting and uplifting presence in the neighborhood. The library will be designed with some plaza area on Ocean Avenue but also much active space that is close to the sidewalk"s edge and will bring activity to the busy streetscape.

The site is flat and somewhat angular, but basically square. There is a Public Utilities Commission easement on the easterly side of the site which will bel be developed into a natural areas greenspace. The site is located in the Westwood Park subdivision, which was established in 1917. Properties in the subdivision are regulated by convenants, conditions and restrictions (CCR's) regarding design restriction on properties within the subdivision. The Library, witht the assistance of the Westwood Park Homeowner's Association, was able to have an amendment approved by the property owners that removed the Library from the CCR's of the subdivision. This was the first amendment to the Westwood Park CCR's that has been passed in over 40 years. The immediate neighbors strongly suppor this project as does the entire neighborhood

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)

		Square Footage
1. Proposed Library Building Footprint[1]	>	6,100 SF
2. Proposed Library Surface Parking Lot	>	SF
3. Proposed Library Parking Structure Footprint[1]	>	SF
4. Future Library Building Expansion Footprint[1]	>	SF
5. Future Library Parking Expansion	>	SF
6. Required Local Zoning Set-Backs	>	SF
7. Desired Aesthetic Set-Backs & Amenities	>	5,020 SF
8. Miscellaneous & Unusable Space	>	SF
9. Total Square Footage of Library Project Site	>	**11,120 SF**
10. Proposed Under-Building Parking	>	SF

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[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only

		A Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

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[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > NC-2, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ● No ○

4. If so, list the date the variance or waiver has been or will be granted: > 02/26/04 (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 12,230	
6. >	Building Permit & Plan Check	$ 26,100	
7. >	Site Acquisition Fees	$ 26,600	11/17/03
8. >	Demolition Permit	$ 5,350	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Ingleside Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under Class I (l) (3), and Class 3 (c).

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The orientation, massing, fenestration for the proposed design respond to the site opportunities for energy conservation by incorporating several sustainable design concepts. The L-shaped design maximizes north and south-facing exposures, while minimizes western exposure. Generous use of north and south-facing glazing and clerestory windows will provide daylighting throughout the library. South facing glazing will incorporate solar control devices, such as exterior metal louvres, that will allow maximum penetration of glare-free natural daylighting. Further energy savings wil be realized through the use of daylighting controls such as a stepped dimming system which will automatically reduce interior electric lighting to compensate for the natural daylighting contribution to the interior lighting levels. An occupant-sensor lighting controls will be incorporated in classrooms, restrooms, and staff work areas. The resulting reduction of interior electrical lighting power needs will reduce power consumption year-round.

In addition to daylighting, the use of mechanically-assisted natural ventilation will increase energy savings. The project proposed to use windows and door systems that have insulating glass with thermal breaks and interior solar thermal storage within walls and floor finishes (designed for winter sun angles). Operable windows including the high clerestory windows are incorporated in the design as part of a passive cooling strategy that makes use of natural ventilation.

Other sustainable design concepts to be included are emphasis of draught tolerant plants, including native and naturalized species; reduction of ambient site heat through tree shading and paving systems; water use control through plumbing fixture selection and irrigation control; high R-value insulating materials on the buillding envelope; reduced impact on landfill through construction management and recycling; selection of locally produced renewable materials; selection of materials that produce less pollution in manufacturing and that contain less toxicity installed.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●
3. A National Historic Landmark? Yes ○ No ●
4. A National Monument? Yes ○ No ●
5. On County or Municipal Historic Designation list? Yes ○ No ●
6. On the California Register of Historical Resources list? Yes ○ No ●
7. A California Historical Landmark? Yes ○ No ●
8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After reviewing existing site data, field investigation, soils testing and engineering analyses, the firm of Fugro West, Inc. completed the Geotechnical Report dated February 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: The subsurface materials consist predominantly of sand. About the upper 6 to 7 feet of natural sandy soils encountered are in a loose to medium dense state. Below these depths, the natural soils are generally stiff to very stiff or dense to very dense to the depths explored (45 feet).

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site. However, in October 1997 contaminated soil was excavated from a former underground storage tank located in the southeast quadrant of the site and backfilled with pea gravel and clean imported sand. The City's Department of Public Health declared the site clean before it was purchased by the library.

Unstable slopes: The site slopes gently downward towards the west and has an approximate elevation of +275 feet (MSL Datum).

Active seismic zones: Though the site is in a seismically active region, it is not located within a State of California Alquist-Priolo Earthquake Hazard Zone. The site is approximately 4.6 kilometers from a Type A Seismic Source (the San Andreas Fault) as shown on the Active Fault Near-Source Zones Map accompanying the 1997 Uniform Building Code. The risk of surface fault rupture at the site is considered to be very low. The risk of landsliding is also low due to the relatively level surface topography in the general area of the site.

Ground water: Previous groundwater monitoring data indicates that the depth to groundwater at the site is greater than 10 feet. Seasonal depths to groundwater at the site vary between 11.7 and 22.7 feet below grade.

Areas prone to liquefaction: The upper 6 to 7 feet of soil at the site includes loose to medium dense sand. Under natural conditions, these soils are generally above groundwater and unsaturated, and therefore sufficiently dense not to be prone to liquefaction. The Geotechnical Report judged the overall risk of liquefaction at the site to be very low.

Impact on cost: The conditions noted above and recommendations below will not increase the cost of developing the site for a public library building. The Geotechnical Report concludes that the proposed library is feasible from a geotechnical standpoint. They consider the key geotechnical consideration facing the project to be the loose sandy soils present below the level of planned improvements. The report states that the new building could be constructed as planned and could be supported on spread footing foundations provided that the upper 5 feet loose to medium dense sandy soils are overexcavated and recompacted as engineered fill. Section 5 of the Geotechnical Report gives specific recommendations for structural elements such as seismic design, site grading, spread foot foundations, and concrete slab-on-grade. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Auto Mechanic Shop	$ 84,000
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 84,000**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	> $ 0
2. Fiber Optic Cable	Yes ○ No ●	> $ 0
3. Telephone	Yes ● No ○	> $ 0
4. Gas	Yes ● No ○	> $ 0
5. Cable TV	Yes ● No ○	> $ 0
6. Storm Sewer	Yes ○ No ●	> $ 0
7. Sanitary Sewer	Yes ● No ○	> $ 0
8. Water	Yes ● No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs		Eligible	Ineligible
1. Utilities..	>	$ 127,150	$
2. Cut, Fill & Rough Grading..	>	$ 13,000	$
3. Special Foundation Support (pilings, etc.)...................	>	$ 0	$
4. Paving, curbs, gutters & sidewalks............................	>	$ 51,750	$
5. Retaining Walls...	>	$ 0	$
6. Landscaping..	>	$ 87,000	$
7. Signage..	>	$ 24,850	$
8. Lighting..	>	$ 16,250	$
9. Removal of underground tanks..................................	>	$ 0	$
10. Removal of toxic materials.......................................	>	$ 0	$
11. Rock removal..	>	$ 0	$
12. Traffic signals...	>	$ 0	$
13. Other (Specify): ______	>	$ 0	$
14. Other (Specify): ______	>	$ 0	$
15. **TOTAL SITE DEVELOPMENT COSTS:**.....................	>	**$ 320,000**	**$**

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: **$202 /SF**

B. For square footage added to an existing building, i.e. "expansions": **$238 /SF**

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > City & County of SF **B. County Locality Adjustment Factor:>** 1.2 **X** **C. Appropriate New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF**

Name of Project County — **(Select: 1A or 1B)**

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF**

(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) A. Number of Months:> 53 **X .002 = (1/5%)** **B. Inflation Factor: >** .106 **X** **C. Locally Adjusted Construction $/SF: >** $ 242 **/SF =** **D. > Additional $/SF** $ 26 **/SF**

(Re-enter 3A)

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) A. Additional Cost/SF: > $ 26 **/SF +** **B. Locally Adjusted Construction $/SF: >** $ 242 **/SF =** **C. Eligible Projected Construction $/SF: >** $ 268 **/SF**

(Re-enter 4D) — **(Re-enter 4C)**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 268 /SF

(Re-enter 5C)

Multiplied By

7) The Square Footage of New Construction: > 6,100 SF

Equals

8) The Eligible Projected Construction Cost: > $ 1,634,800

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 163,480

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects tha have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF		Example:
A. >			$	/SF	$ 230 /SF
B. >			$	/SF	$ 210 /SF
C. >			$	/SF	$ 220 /SF
D. >			$	/SF	/SF
E. TOTAL		>	$	/SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF (Re-enter Line E) **Divided by** > ______ (# of Projects) = > $ 0 /SF (Locally Determined Comparable Cost per Square Foot)

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ **X .002** (1/5%) **= B. Inflation Factor:** > ______ **X C. Locally Determined Comparable $/SF:** > 0 (Re-enter 10) **/SF = D.** > $ ______ **/SF**

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ (Re-enter 11D) **/SF + B. Locally Determined Construction $/SF:** > 0 (Re-enter 11C) **/SF = C. Eligible Projected Construction $/SF:** > $ ______ **/SF**

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction	$ 1,634,800	$ 43,200
2)	Remodeling Construction	$ 0	$ 0
3)	Contingency	$ 163,480	$ 4,320
4)	Appraised Value of Building	$ 0	$ 0
5)	Appraised Value of Land	$ 1,680,000	$ 0
6)	Site Development	$ 320,000	$ 0
7)	Site Demolition	$ 84,000	$ 0
8)	Site Permits & Fees	$ 70,280	$ 0
9)	Site Option to Purchase Agreement	$ 0	$ 0
10)	Furnishings & Equipment Costs	$ 727,100	$ 0
11)	Signage	$ 59,200	$ 0
12)	Architectural & Engineering Costs	$ 578,800	$ 0
13)	Construction Cost Estimator Fees	$ 14,300	$ 0
14)	Interior Designer Fees	$ 18,700	$ 0
15)	Geotechnical/Geohazard Reports	$ 9,550	$ 0
16)	Hazardous Materials Consultant Fees	$ 74,600	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	$ 45,200	$ 0
18)	Library Consultant Fee	$ 24,400	$ 0
19)	Construction Project Management	$ 170,450	$ 0
20)	Other Professional Fees	$ 84,250	$ 0
21)	Local Project Administration Costs	$ 17,410	$ 0
22)	Works of Art	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	$ 0	$ 10,000
24)	Acquisition of Library Materials	$ 0	$ 0
25)	Other (Specify):	$ 0	$ 0
26)	Other (Specify):	$ 0	$ 0
27)	Other (Specify):	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:**	**$ 5,776,520**	**$ 93,750**

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 3,754,738
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		> $ 2,021,782
	Sources of Local Matching Funds:		
	31) City	> $ 1,894,983	
	32) County	> $	
	33) Special District	> $	
	34) Private	> $ 155,000	
	35) Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 2,021,782
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 93,750
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> **$ 5,870,270**

[1] ***Up to a maximum of $20,000,000***

[2] ***Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]***

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 100,381	$ 290,070
2. Facilities Costs	>	$	$ 25,778
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify):			
3. Equipment & Supplies Costs	>	$ 4,000	$ 2,500
Equipment			
Supplies			
4. Materials	>	$ 25,000	$ 50,000
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$ 26,994
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify):			
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 129,381**	**$ 395,342**

Multipurpose Project Budget (With Library Project Budget) ***(Multipurpose Projects Only)***

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ______	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

---

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue *(Multipurpose Projects Only)*

27. State Matching Funds (65% of Line 26 total eligible costs[1]).. > $

28. Local Matching Funds.. > $

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City.. > $

30. County.. > $

31. Special District.. > $

32. Private.. > $

33. Other (Specify): ____________________ > $

34. Local Credits [Land[2] and A&E Fees].. > $

35. Adjusted Local Match (Line 28 minus Line 34).. > $

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........................ > $

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**.. > $

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	>	$	$
2. **Facilities Costs**	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ____________________			
3. **Equipment & Supplies Costs**	>	$	$
Equipment			
Supplies			
4. **Materials**	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. **Other Allocations** (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ____________________			
6. **Miscellaneous (Other)**	>	$	$
7. **TOTAL EXPENDITURES:**	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Ingleside Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund .

Because the current Ingleside library facility is in leased quarters with a ten-year lease, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.671 FTE (full-time equivalents) in place. The new branch is being designed with self-service features such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreement with the Aptos Middle School, the first priority for additional staff will be increasing the current .4125 FTE Youth Services Librarian to a full-time position as well as additional 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $38,000 is spent annually for the materials collection of the Ingleside Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 30% to $50,000 annually when the new building is open.

Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an electrician, painter, carpenter and 10 building engineers on staff as well as custodial and security staff.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/15/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	11/18/03
3. Schematic Plans Completion	>	01/16/04
4. Design Development Plans Completion	>	11/11/04
5. Working Drawings (90%) Completion	>	03/04/05
6. Construction Documents Completion	>	04/25/05
7. Project Advertised for Bids	>	05/09/05
8. Start of Construction	>	09/06/05
9. Estimated Mid-Point of Construction	>	06/06/06
10. Completion of Construction	>	03/08/07
11. Opening of Library Building to the Public	>	04/09/07
12. Final Fiscal & Program Compliance Review Completed	>	04/09/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> ________________ Signature

> ________________ Date

> Willie L. Brown Jr. — Name (type)

> Mayor — Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> ________________ Signature

> ________________ Date

> Susan Hidlreth — Name (type)

> City Librarian — Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY

COMMISSION RESOLUTION NO. 10-03

PORTOLA BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Portola Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Portola Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Portola Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ingleside Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
It's a privilege to serve you®

November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Portola Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $130,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco *Los Angeles* *Santa Barbara* *San Diego* *Las Vegas* *New York*

111 PINE STREET, SAN FRANCISCO, CALIFORNIA 94111-5602, TEL (415) 392-1400 OR (800) 392-1400, FAX (415) 392-1413

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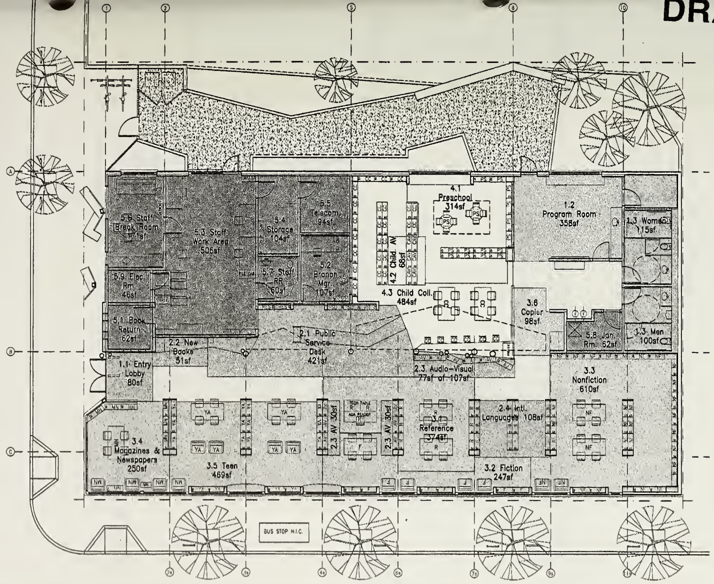
DRAFT



1.1 Entry Lobby 80sf
1.2 Program Room 358sf
1.3 Women 115sf
1.3 Men 100sf
2.1 Public Service Desk 421sf
2.2 New Books 51sf
2.3 Audio-Visual 77sf of 107sf
2.3 AV 30sf
2.3 AV 30sf
2.4 Intl. Languages 108sf
3.1 Reference 374sf
3.2 Fiction 247sf
3.3 Nonfiction 610sf
3.4 Magazines & Newspapers 250sf
3.5 Teen 469sf
3.6 Copier 98sf
4.1 Preschool 314sf
4.2 Child. AV 68sf
4.3 Child Coll. 484sf
5.1 Book Return 62sf
5.2 Branch Mgr. 107sf
5.3 Staff Work Area 506sf
5.4 Storage 104sf
5.5 Telecom 94sf
5.6 Staff Break Room 171sf
5.7 Staff RR 60sf
5.8 Jan. Rm. 62sf
5.9 Elec. Rm. 46sf
BUS STOP N.I.C.
TECH TABLE
ADA READER

SUMMARY OF FACILITY SPACE REQUIREMENTS

		Net Assigned SF	Actual SF
Public Floor Areas			
1.1	Public Entrance/Lobby	[illegible]	80
1.2	Program Room	[illegible]	358
1.3	Public Restrooms	[illegible]	[illegible]
	Subtotal	[illegible]	[illegible]
Circulation Area			
2.1	Public Service Desk	[illegible]	421
2.2	New Book and Display Area	[illegible]	51
2.3	Audio-visual Collection	[illegible]	107
2.4	International Language Collection	108	108
	Subtotal	[illegible]	[illegible]
Adult/Reference Areas			
3.1	Reference Collection and Seating	[illegible]	[illegible]
3.2	Adult Circulating Fiction Collection	[illegible]	[illegible]
3.3	Adult and Children's Circulating Nonfiction Collection	[illegible]	[illegible]
3.4	Magazine and Newspaper Collection	[illegible]	250
3.5	Teen Area	[illegible]	[illegible]
3.6	Photocopier Alcove	[illegible]	98
	Subtotal	[illegible]	[illegible]
Juvenile Services			
4.1	Preschoolers' Collection and Seating	[illegible]	[illegible]
4.2	Children's Audiovisual Collection and Seating	[illegible]	[illegible]
4.3	Children's Collection and Seating	[illegible]	[illegible]
	Subtotal	[illegible]	[illegible]
Staff Areas			
5.1	Book Return Room	[illegible]	[illegible]
5.2	Branch Manager's Office	[illegible]	107
5.3	Staff Work Area	[illegible]	[illegible]
5.4	Supplies and Equipment Storage	[illegible]	[illegible]
5.5	Telecommunications Closet	[illegible]	[illegible]
5.6	Staff Break Room	[illegible]	[illegible]
5.7	Staff Restrooms	60	60
5.8	Janitorial Room	[illegible]	[illegible]
5.9	Electrical Room	[illegible]	[illegible]
	Subtotal	[illegible]	[illegible]
	Subtotal Program Areas	[illegible] (Program)	[illegible] (Actual)
	Other Nonassignable (Circulation, Walls, Public Restrooms, Electrical)	[illegible]	[illegible]
	Total Gross Square Feet	[illegible]	[illegible]

Stoner Meek Noll & Tam

PLAN
3/16" = 1'-0"

Portola Branch
San Francisco Public Library
San Francisco, CA 94134
October 31, 2003
PLAN

BRANCH LIBRARY
IMPROVEMENT PROGRAM

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APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Portola Branch Library

2. **Type of Applicant Jurisdiction:** > ***(Check one only)*** City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. **Alternate Project Contact Person:** > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street
San Francisco, CA 94102

7. **Head of Planning Department:** > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor
1680 Mission Street, San Francisco, CA 94103

8. **Head of Public Works or General Services Department:** > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. **Operating Library Jurisdiction:** > San Francisco Public Library

Legal name of library that will operate the public library.

10. **Library Director Name:** > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

11. **Alternate Library Contact Person:** > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

12. **Library Building Program Consultant:** > Jeanne Goodrich

(If applicable)

Title: > Jeanne Goodrich Phone: > 503.335.8161

E-mail: > Goodrich@teleport.com

Address: > 3424 NE 25th Avenue, Portland OR 97212

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Chris Noll **License #** > C-15916

Providing construction budget estimate and/or conceptual plans.

Title: > Lead Designer, Stoner Meek Noll & Tam, a Joint Venture Phone: > 415.982.0396

E-mail: > chris@nollandtam.com

Address: > 982 Market Street, Suite 2006
San Francisco,CA 94104

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Mark Kelley

(If applicable)

Title: > Principal, Mack 5 Phone: > 510.548.4300

E-mail: > markelley@mack5.com

Address: > 2560 9th Street, Suite 319A
Berkeley, CA 94710

18. Hazardous Materials Consultant: > Melissa Tumbleson, P.E., REA

(If applicable)

Title: > Project Manager, Weiss Associates Phone: > 510.450.6000

E-mail: > mjt@weiss.com

Address: > 5801 Christie Avenue, Suite 600
Emeryville, CA 94608

19. Project Interior Designer: > Chis Noll

(If applicable)

Title: > Lead Designer, Stoner Meek Noll & Tam, a Joint Venture Phone: > 415.982.0396

E-mail: > chris@nollandtam.com

Address: > 982 Market Street, Suite 2006
San Francisco,CA 94104

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. **Construction of a New Public Library Building** > 6,300 SF
2. **Conversion of an Existing Building into a New Public Library Building** > ______ SF
3. **Conversion and Expansion of an Existing Building into a New Public Library** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use
☑ Joint Venture Joint Use

☐ Computer Center
☑ Family Literacy Center
☑ Homework Center
☐ Shared Electronic/Telecommunications
☐ Subject Specialty Center
☐ Career Center
☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. **Remodeling an Existing Public Library Building** > ______ SF
5. **Remodeling and Expansion of an Existing Public Library Building** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. **Dedicated to Public Library Use** > ________ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. **Dedicated to "Other" Uses** **SQ FT**

A. Specify > ____________________ ________ SF

B. Specify > ____________________ ________ SF

C. Specify > ____________________ ________ SF

D. Specify > ____________________ ________ SF

E. Specify > ____________________ ________ SF

F. Specify > ____________________ ________ SF

G. Specify > ____________________ ________ SF

H. Specify > ____________________ ________ SF

3. **Subtotal: Dedicated to "Other" Uses** > 0 SF 0
Add Lines 2A SF thru 2H SF
Line 3 SF divided by (Line 1 SF + Line 3 SF)

4. **Common Areas**[1]

5. **Subtotal: Total of Common Areas**[1] > ________ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. **TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE** > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. **SF ATTRIBUTABLE TO PUBLIC LIBRARY USE** > 0 SF
Line 1 SF + Line 6 SF

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[1] *"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 8,411
2. *Source:* > U.S. Census 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 35%
4. ***Public library project's service area 2000 population:*** > 11,387
5. *Source:* > U.s. Census 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 2%
7. ***Public library project's service area 2020 population:*** > 11,619
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 592
10. *Source:* > E.R. Taylor Elementary School, San Francisco Unified School District (SFUSD) records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 90%
12. ***Project's public school attendance area(s) 2000 student population:*** > 1,127
13. *Source:* > E. R. Taylor Elementary and Martin Luther King Middle Schools, SFUSD records, 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general oblogation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Portola Branch will become one of those community centers, with a program room to support the collaboration with MLK Middle and ER Taylor Elementary Schools and to provide library programs and community after-hours events. Near-by branches are also being renovated and increasing in size. The 8,500 square foot f Visitacion Valley Branch, currently in a 2,300 square foot leased facility, will be in a new facility slated to open by Summer 2007. The Bayview Branch will be renovated and expanded or may be relocated to a new building in a town center complex adjacent to the community opera house by Summer 2009. The Bernal Heights Branch will be completely renoovated with a small expansion by Fall 2008. At this time, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
[See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 1,287,000
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
(or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The branch site is located mid-point in the San Bruno Avenue commercial district which extends from Silver Avenue to approximately Mansell Street. The Avenue is lined with small businesses, green grocers, restaurants and bakeries and is the focal point for neighborhood activity. While heavily trafficked this community relys heavily on pedestrian pathways represented by wide sidewalks on San Bruno itself and by sidewalks on all of the side streets which lead from residential blocks to this 'community center'. The new branch will be located at the corner of Bacon and Goettgengen, 3 blocks west of the Avenue. This is also within 2 blocks of 2 public and 1 parochial school, a recreation center and playground, several churches and residential housing (mostly single family). Bayshore Boulevard and Freeway (Hwy 101) 4 blocks east marks the geographical eastern boundary of Portola's service area. One mile north/northwest is Interstate 280 and Alemany Boulevard which form the northern boundary. McLaren Park with it's rolling hills define the south west corner of the service area.

A survey (see Needs Assessment attachment X) of branch users confirmed what staff anicodial knew, the vast majority, 90.5% of survey respondents,of those that use the branch are residents of the Portola community. When these statistics are looked at by age group 88.3% of adults and 78.7% of children identify them selves as Portola residents. Some of the children that use the branch attend the near by schools but may not live in the neighborhood because of San Francisco Unifed School Districts busing policies. This location is ideally suited to serve the needs of the branch's service area. Located between the elementary school and middle school with which the library will implement cooperative agreements, students and parents will more readily visit the branch to access its programs.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 4

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The branch will be located close to public transportation. A MUNI bus stop at Bacon and Goettingen Streets with service for the 54-Felton line would be located in front of the entrance to the proposed library. This is a community that relys on bus service, children currently wait for the bus at the Bacon and Goettingen corner after school and arrive here in the morning. Adults and families rely on these lines and the numerous others that serve the San Bruno Avenue corridor to travel to work and throughout the city. The architects have taken this into consideration in the design. At more than one community meeting residents expressed how much use the current covered bus stop in front of the site gets by students, seniors and families. A covered area that is well-lit, dry and safe is important to the branch's success and role in the community. Library users of all ages strongly desire a safe place to wait for public transportation at the new branch. Creating a place that feels safe and welcoming to all age groups is an important aspect of the library's service plan.

Four municipal bus lines serve the branch location, the following lines operate within ¼ mile:

54 Felton (at branch entrance and kittycorner)—every 22 minutes to 1:30 AM
9 San Bruno (3 blocks east)—every 10-12 minutes to 7:00 PM
9X San Bruno Express—(3 blocks east)—every 10-12 minutes to 7:00 PM
90 Owl—every 30 minutes, nights only to 5:00 AM

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

The location of the new branch, 3 blocks off of the major business center in a more residential neighborhood provides a more suburban feel and a quieter traffic pattern. All of the side streets in the immediate area have side-walks creating a pedestrian friendly environment. It is anticipated that the high population of school-age children will be the heaviest bicycle users, arriving from home or visiting the branch after school. Residents will be able to easily and safely walk or ride to the branch from home, the business district or area bus stops. There are bike and pedestrian paths in McLaren Park, less than a mile away. Branch vistors may also include the library as part of a longer trip using these pathways.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle Parking Requirements for City-Owned and Leased Buildings stipulate that the Portola Branch Library have the following:

*Class 2 Bicycle Parking spaces - These are bicycle racks which permit locking of the bicycle frame and one wheel to the rack and which support the bike in a stable position without damage to wheels, frame or components.

*The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

*Section 155.1. (c) Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Portola neighborhood is surrounded by 5 major thoroughfares offering easy access by automobile in and out of the neighborhood, to the branch, to other parts of the city and within the community. Within 1/2 mile of the branch is an entrance/exit to two major freeways Interstate 101 and Interstate 280 providing cross-town access. San Bruno is a major street running north to south from Bernal, through the Portola and Visitacion Valley neighborhoods. Bayshore Boulevard, which is south of Mansell on the outer boundary of the service area provides access from Brisbane to other major streets such as 3rd which extends to the Embarcadero at the northern most point of the city. Alemany Boulevard provides access to residents in the North west section of the service area and to those entering or exiting ot the Excelsiro and Glen Park neighborhoods.

To facilitate access for disabled users, there is 1 curb cut at the library entrance, 3 at Somerset/Bacon, 1 at Goettingen/Burrows and 1 at Bacon/Brussels. A blue zone will be requested for the area immediately adjacent to the library entrance. No off-street parking is provided by the library but there are plenty of unmetered spaces in the front of the branch and on the adjacent side streets. There is no residential permit required making on-street parking available on a first come basis. Staff at the two adjacent schools have access to off street parking in employee/visitor only lots located on school district grounds. Thereby, not contributing to the demand for on-street temporary parking.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Silver Avenue East of Madison Street	19	10,851	02/17/00
2. >	San Bruno Avenue North of Mansell Street	8	5,260	10/12/00
3. >	San Bruno Avenue South of Felton Street	5	11,712	03/24/98
4. >	San Bruno Avenue South of Wayland Street	4	9,865	03/24/98

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street.. > 85 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 85 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate: $\dfrac{\text{\# of Square Feet of Parking} > }{\text{\# of Square Feet of Building} >} = \dfrac{-\ \text{SF}}{6{,}300\ \text{SF}} = 0.00$ SF of Parking / 1 SF of Building

Example: $\dfrac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \dfrac{15{,}000\ \text{SF}}{10{,}000\ \text{SF}} = 1.50$ SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The Library is not planning to include on-site, off-street parking at the new branch. There are 85 unmetered and no metered spaces within 500 feet, on both Goettgengen and Bacon. There are 2 red zones (hydrants) and a ¾ block long white zone for the elementary school. There is no permit parking in the area. Off-street parking is provided for staff and visitors at the two adjacent public schools. The block of Goettengen between Bacon and Burrows has no residential homes, school property is on both sides of the block. As a result this block offers parking on both sides of the street and it is often vacant.

The Planning Department Environmental Review of the 380 Bacon site (August 28, 2003) concluded, "No off-street parking spaces would be displaced and none are planned. According to the *San Francisco Planning Code* Section 151, Schedule for Required Off-street Parking Spaces, for arts use or activitiy (libraries), one parking space is required for each 2,000 sf of occupied floor area, where the occupied floor area exceeds 7,500 sf. the total proposed occupied floor area of the proposed project would be approximately 6,000 sf. Therefore, no off-street parking would be required for the proposed project. "

The Portola neighborhood has very good parking and bus service and, except for 1 big hill to the south west is a good walking and bicycling neighborhood. No increased demand for parking is anticipated due to the available pool of parking spaces, the presence of excellent public transportation in the area and in anticipation of the majority of users being local residents or students or teachers at the adjacent schools.

The library will provide on-site secure bicycle parking anticipating a heavy demand from students and others. Given the adjancy of the branch to the two schools with which the library has co-operative agreements we anticipate that students and teachers will freely go from the schools to the branch without the need to use an automobile. The middle school has extended after school programming which will make this even more likely.

The Library site is close to a variety of public transportation options. A MUNI bus stop at Bacon and Goettingen Streets with service for the 54-Felton line would be located in front of the entrance to the proposed library. Four municipal bus lines are within a 1/4 mile of the branch.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The library will be in the geographical center of the library service area. It is 3 blocks to the west of the major commercial thoroughgfare, San Bruno Avenue, and on a major bus line. The library will be situated between the MLK Middle and the ER Taylor Elementary Schools, each with their own architectural style. On the northeast corner of an intersection, the library will be clearly delineated from both schools and will have its own distinctive statement.

Because the library is set in a residential neighborhood, the scale ot the building is somewhat low so that it will blend with other structures. Location of the entrance was a key design decision; and the commuinity strongly supported the entrance on Goettingen Street, which is the less busy of the two streets upon which the library will front, but will provide a quieter and safer entrance. Students will be entering the school from both east and west directions and the proposed entrance provides safe access for students. The entrance and roofline is also highlighted by the creation of a porch or exterior entry-way space that wraps around to the Bacon Avenue side to create a welcoming persona for this facility set in a residential neighborhood.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The Portola neighborhood is a quiet area, with a more suburban quality than many other San Francisco neighborhoods. The site for the new library is in within a residential neighborhood in the middle of two public schools. Although the site is not on the major commercial street in the neighborhood, it is only two blocks above that street and is on a major bus line. Its proximity to the schools as well as its adjacency to the commerical district create an inviting, calm environment that is sure to be extremely active when schools are not in session. Although parking is not required for any public libraries in San Francisco, the availability of on-street parking and potential parking on school property, when schools are not in session, is a welcome potential benefit to this site. The new Portola Branch will contribute to the integration fo the middle and elementary school campuses,. which are now separated by large playing fields and a street. The new branch will serve as a bridge betweem these two public facilities. Also, the current branch is located on the northern end of San Bruno Avenue, which is an extremely busy and congested thoroughfare. The location of the new library will draw traffic off of San Bruno Avenue which will help mitigate its business and extreme lack of parking availability. Major transportation lines criss-cross the Portola neighborhood; and the branch will be within safe walking distance for many neighborhood residents.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library undertook an extensive site selection process for the Portola Branch Library. Working closely with the City's Department of Real Estate, the Library identified sites that met its criteria of at least 8,000 sf with good visibility and easily accessible. In April 2001, based on an initial review of possible properties, 7 sites were presented to the community and the field was narrowed to three sites, although none were exceptional. The branch is currently located in a leased facility that is on the main shopping thoroughfare of the neigborhood but is on an extremely busy corner that is directly opposite an exit ramp for Highway 101. The current location, although it was considered, is considered by some users to be a dangerous location. In August 2001, the Library Commission authorized negotiation on 4 sites, but that quickly narrowed to the two most viable sites, the Boys and Girls Club on San Bruno Avenue, a busy commercial street, and a portion of the MLK Middle School in a corner location a few blocks above San Bruno Avenue.

The Boys and Girls Club site, although a central location in the heart of the Portola shopping district on San Bruno Avenue, was a very tight site of 8,120 square feet and would have required additional floors for expansion possibilities. The MLK Middle School occupies a full city block and has several under-utilized areas including the corner that was proposed as the library site. The site is 8,800 square feet on a busy corner by a bus stop, with possible future ex.pansion to the east on current school district property. The location between both a middle and elementary school seemed to open up a world of opportunity for cooperation with the branch and the schools.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Site acquisition is very challenging in a densely populated urban city like San Francisco. The Portola neighborhood had a distinctive challenge because the eastern side is virtually cut off from other near-by neighborhoods by Highway 101. Although we initially focused on properties on San Bruno Avenue, the main commercial thoroughfare, properties available here were very small or otherwise constrained. In fact, one potential property had to be rejected because, in addition to the purchase price, we would have had to pay $1million for relocation benefits for a billboard on top of the building that faced HIghway 101!

The site selected is strongly supported by the community. There was discussion at several community meetings about the location of the library virtually on a school site. The users supported this important adjacency and also urged architects to design a library that had both quiet and active spaces to support adult and student users.

The site acquisition had to be approved by the San Francisco Unified School District (SFUSD) and was the subject of several hearings by committees and the full SFUSD board of trustees. The acquistion of this specific property initiated a broader discussion regarding the opportunity of collaboration with the public library, including several joint use agreements for Propositioh 14 projects. The funds from the sale of the property also benefited the SFUSD in a year where finances were very constrained.

The slight slopes somewhat from Goettingen Street to the rear of the sight. Designers are very away of this slope and are considering it in all building plans. It does not appear to be a major drawback and can be mitigated by an effective design.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)

		Square Footage
1. Proposed Library Building Footprint[1]	>	6,300 SF
2. Proposed Library Surface Parking Lot	>	0 SF
3. Proposed Library Parking Structure Footprint[1]	>	0 SF
4. Future Library Building Expansion Footprint[1]	>	2,200 SF
5. Future Library Parking Expansion	>	0 SF
6. Required Local Zoning Set-Backs	>	0 SF
7. Desired Aesthetic Set-Backs & Amenities	>	300 SF
8. Miscellaneous & Unusable Space	>	0 SF
9. Total Square Footage of Library Project Site	>	**8,800 SF**
10. Proposed Under-Building Parking	>	0 SF

[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only

		A Library[2] Dedicated SQ FT	B Library Portion of Common SQ FT	C Other[3] Common SQ FT	D Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, Including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > RH-1, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ●

4. If so, list the date the variance or waiver has been or will be granted: > __________ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Site Acquisition Costs	$ 28,450	
6. >	Planning Approvals	$ 4,800	
7. >	Building Permit & Plan Check	$ 31,700	
8. >		$	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Portola Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under State CEQA Guidelines, State Class Number 3(c), I(I)4, and Class 15.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

On the most fundamental level, the building envelope will be highly insulated to minimize heating and cooling demand.

A mixed mode system of evaporative cooling and under-floor air distribution will be used The building is designed to take advantage of the more efficient system (such as by delivering air at a higher temperature, integration of operable windows, the slab effect and natural convection) to condition the air passively and to delay operation of the active system components. higher efficiency, cooler operating lighting will further help maximize energy savings. High performance glazing will be used in all vertical windows. Skylights will be of insulating sandwich construction. These skylights will provide a low-glare source of natural illumination deep in the building interior.

Reduction in the watts/square foot limitations set by TItle 24 requires careful selection of the most efficient fixtures for the specialized needs of libraries. Adequaate lighting must be maintained while lowering overall energy consumption. Additional energy savings will be achieved through programmable lighting controls that provide automatic shutoff control after hours and on holidays, automatic presets with manual overrride and occupancy sensors. Efficient fluorescent fixtures with dimmable ballasts will permit the implementation of "daylight harvesting" techniques. Photocell controls will automatically and evenly dim the fixtures in the public areas in response to available levels of daylight.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●

3. A National Historic Landmark? Yes ○ No ●

4. A National Monument? Yes ○ No ●

5. On County or Municipal Historic Designation list? Yes ○ No ●

6. On the California Register of Historical Resources list? Yes ○ No ●

7. A California Historical Landmark? Yes ○ No ●

8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After field investigation, soils testing and engineering analyses, the firm of Treadwell & Rollo completed the Geotechnical Report dated March 31, 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: Shallow borings encountered poorly graded sands to clayvey sand. At a depth 2 feet below ground surface a clay lens was intercepted. Deeper borings encountered generally the same materials, with silty sands encountered at 10 feet. The sand ranged from medium dense to very dense. Only native soils were drilled in the subsurface.

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site.

Unstable slopes: The surface of the site is essentially level.

Active seismic zones: The site is in a seismically active region. Published data indicate neither known active faults nor extensions of active faults exist beneath the site. Therefore, the potential of surface rupture occurring at the site is low.

Ground water: Ground water was encountered at a depth of 19 feet below ground surface.

Areas prone to liquefaction: Because of the high blowcounts in the sand or the sand containing sufficient clay fraction, the Geotechnical Report determined that the liquefaction potential of the soil layers is low. The site is outside of zones of liquefaction potential, as defined by the Seismic Hazards Mapping Act.

Impact on cost: The conditions noted above will not increase the cost of developing the site for a public library building. The engineer's conclusion was that the new building could be constructed as planned and could be supported on a shallow wall foundation system consisting of wall or spread footings. They indicated that site soils are adequate to support the proposed structure with appropriate moisture conditioning and compaction. Section 5 of the Geotechnical Report gives specific recommendations for structural elements such as site preparation, foundations, slab-on-grade floor, backfill and compaction, and seismic design. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Retaining walls & paving	$ 16,400
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 16,400**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability		Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	>	$ 0
2. Fiber Optic Cable	Yes ○ No ●	>	$ 0
3. Telephone	Yes ● No ○	>	$ 0
4. Gas	Yes ● No ○	>	$ 0
5. Cable TV	Yes ● No ○	>	$ 0
6. Storm Sewer	Yes ○ No ●	>	$ 0
7. Sanitary Sewer	Yes ● No ○	>	$ 0
8. Water	Yes ● No ○	>	$ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs		Eligible	Ineligible
1. Utilities	>	$ 154,700	$ 0
2. Cut, Fill & Rough Grading	>	$ 31,850	$ 0
3. Special Foundation Support (pilings, etc.)	>	$ 0	$ 0
4. Paving, curbs, gutters & sidewalks	>	$ 41,150	$ 0
5. Retaining Walls	>	$ 14,100	$ 0
6. Landscaping	>	$ 48,700	$ 0
7. Signage	>	$ 650	$ 0
8. Lighting	>	$ 7,250	$ 0
9. Removal of underground tanks	>	$ 0	$ 0
10. Removal of toxic materials	>	$ 0	$ 0
11. Rock removal	>	$ 0	$ 0
12. Traffic signals	>	$ 0	$ 0
13. Other (Specify):	>	$	$
14. Other (Specify):	>	$	$
15. **TOTAL SITE DEVELOPMENT COSTS:**	>	$ 298,400	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: **$202 /SF**

B. For square footage added to an existing building, i.e. "expansions": **$238 /SF**

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. **County: >** City & County of SF (**Name of Project County**) **County Locality B. Adjustment Factor:>** 1.2 **X** **Appropriate C. New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF** (**Select: 1A or 1B**)

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF** (**Re-enter Line 2D**)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) **Number A. of Months:>** 53 **X .002 =** (**1/5%**) **Inflation B. Factor: >** .106 **X** **Locally Adjusted C. Construction $/SF: >** $ 242 **/SF =** (**Re-enter 3A**) **Additional $/SF D. >** $ 26 **/SF**

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) **Additional A. Cost/SF: >** $ 26 **/SF +** (**Re-enter 4D**) **Locally Adjusted B. Construction $/SF: >** $ 242 **/SF =** (**Re-enter 4C**) **Eligible Projected C. Construction $/SF: >** $ 268 **/SF**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 268 **/SF** (**Re-enter 5C**)

Multiplied By

7) The Square Footage of New Construction: > 6,300 **SF**

Equals

8) The Eligible Projected Construction Cost: > $ 1,688,400

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 168,840

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A.	>		$ /SF	$ 230 /SF
B.	>		$ /SF	$ 210 /SF
C.	>		$ /SF	$ 220 /SF
D.	>		$ /SF	/SF
E. TOTAL			> $ /SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF Divided by > ______ = > $ 0 /SF

Re-enter Line E — # of Projects — Locally Determined Comparable Cost per Square Foot

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 (1/5%) = **B. Inflation Factor:** > ______ X **C. Locally Determined Comparable $/SF:** > 0 (Re-enter 10) /SF = **D.** > $ ______ /SF

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ (Re-enter 11D) /SF + **B. Locally Determined Construction $/SF:** > 0 (Re-enter 11C) /SF = **C. Eligible Projected Construction $/SF:** > $ ______ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF (Re-enter 12C)

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget *(All projects* ***except*** *Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

			Eligible	Ineligible
1)	New Construction	>	$ 1,688,400	$
2)	Remodeling Construction	>	$ 0	$
3)	Contingency	>	$ 168,840	$
4)	Appraised Value of Building	>	$ 0	$
5)	Appraised Value of Land	>	$ 1,287,000	$
6)	Site Development	>	$ 298,400	$
7)	Site Demolition	>	$ 16,400	$
8)	Site Permits & Fees	>	$ 64,950	$
9)	Site Option to Purchase Agreement	>	$ 0	$
10)	Furnishings & Equipment Costs	>	$ 645,975	$
11)	Signage	>	$ 64,350	$
12)	Architectural & Engineering Costs	>	$ 610,250	$
13)	Construction Cost Estimator Fees	>	$ 11,000	$
14)	Interior Designer Fees	>	$ 0	$
15)	Geotechnical/Geohazard Reports	>	$ 18,800	$
16)	Hazardous Materials Consultant Fees	>	$ 5,450	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	>	$ 0	$
18)	Library Consultant Fee	>	$ 28,000	$
19)	Construction Project Management	>	$ 126,950	$
20)	Other Professional Fees	>	$ 79,400	$
21)	Local Project Administration Costs	>	$ 24,640	$
22)	Works of Art	>	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	>	$ 0	$ 10,000
24)	Acquisition of Library Materials	>	$ 0	$ 0
25)	Other (Specify):	>	$ 0	$
26)	Other (Specify):	>	$ 0	$
27)	Other (Specify):	>	$ 0	$
28)	**TOTAL PROJECT COSTS:**	>	**$ 5,138,805**	**$ 46,230**

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)..	>		$ 3,340,223
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29).. ***[Must also equal the total of Lines 31 - 35]***	>		$ 1,798,582
	Sources of Local Matching Funds:			
	31) City..	>	$ 1,645,849	
	32) County..	>	$	
	33) Special District..	>	$	
	34) Private..	>	$ 130,000	
	35) Other (Specify): ______________________	>	$	
36)	Local Credits [Land[2] and A&E Fees]...	>		$
37)	Adjusted Local Match [Line 30 minus Line 36]...	>		$ 1,798,582
38)	Supplemental Local Funds [Same as Line 28 ineligible]...	>		$ 46,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]...	>		**$ 5,185,035**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 102,395	$ 292,230
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify): ______________________	>	$	$ 26,623
3. Equipment & Supplies Costs Equipment Supplies	>	$ 4,000	$ 2,500
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify): ______________________	>	$	$ 26,994
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 131,395**	**$ 398,347**

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ______	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	$ 0	$ 0	$ 0	$ 0	$ 0

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue *(Multipurpose Projects Only)*

27. State Matching Funds (65% of Line 26 total eligible costs[1]).. > $ ________

28. Local Matching Funds.. > $ ________

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City.. > $ ________

30. County.. > $ ________

31. Special District.. > $ ________

32. Private.. > $ ________

33. Other (Specify): ________________________ > $ ________

34. Local Credits [Land[2] and A&E Fees]... > $ ________

35. Adjusted Local Match (Line 28 minus Line 34).. > $ ________

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........................ > $ ________

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**.. > $ ________

---

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. **Salaries/Benefits**	>	$	$
2. **Facilities Costs**	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ________________			
3. **Equipment & Supplies Costs**	>	$	$
Equipment			
Supplies			
4. **Materials**	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. **Other Allocations** (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ________________			
6. **Miscellaneous (Other)**	>	$	$
7. **TOTAL EXPENDITURES:**	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Portola Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

Because the current Portola library facility is in leased quarters with a lease ending in 2005 and and a renewable 5-yera optiong, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.675 FTE (fll-time equivalents) in place. The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreements with MLK Middle and ER Taylor Elementary Schools, the first priorities will be to increase the .2 FTE Teen Librarian to a .5 FTE and to increase the .34 FTE Children's Librarian to a .5 FTE as well as adding 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $33,500 is spent annually for the materials collection of the Portola Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 50% to $50,000 annually when the new building is open.

Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/15/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	12/31/03
3. Schematic Plans Completion	>	01/16/04
4. Design Development Plans Completion	>	11/11/04
5. Working Drawings (90%) Completion	>	03/04/05
6. Construction Documents Completion	>	04/25/05
7. Project Advertised for Bids	>	05/09/05
8. Start of Construction	>	09/06/05
9. Estimated Mid-Point of Construction	>	06/06/06
10. Completion of Construction	>	03/08/07
11. Opening of Library Building to the Public	>	04/09/07
12. Final Fiscal & Program Compliance Review Completed	>	04/09/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> ____________________ Signature

> ____________________ Date

> Willie L. Brown Jr. Name (type)

> ____________________ Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> ____________________ Signature

> ____________________ Date

> Susan Hildreth Name (type)

> ____________________ Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION RESOLUTION NO. 11-03
VISITACION VALLEY BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Visitacion valley Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Visitacion Valley Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Visitacion Valley Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Visitacion Valley Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

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November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Visitacion Valley Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $170,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

Thank you for your consideration.

Sincerely,

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library

San Francisco *Los Angeles* *Santa Barbara* *San Diego* *Las Vegas* *New York*

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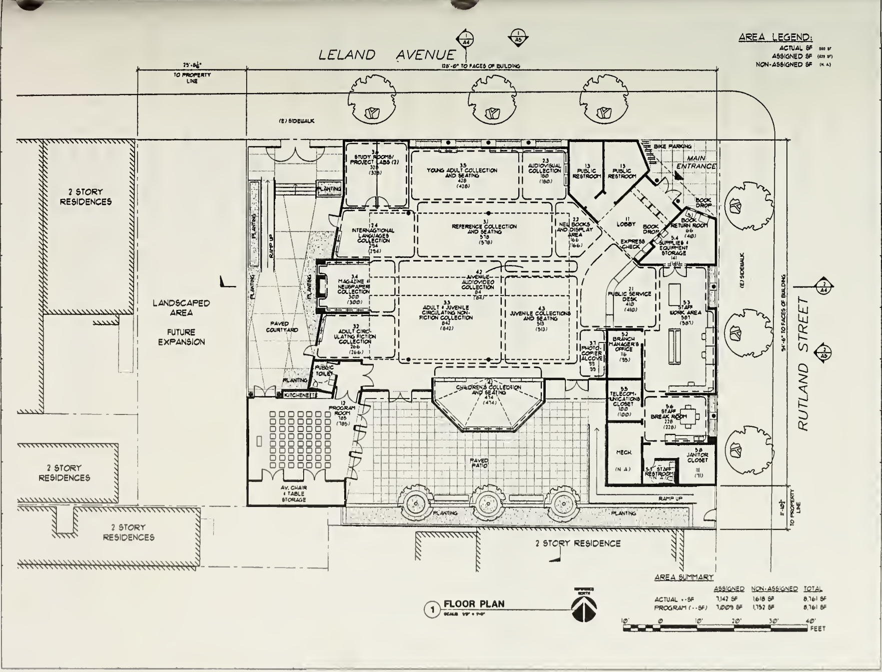
AREA LEGEND:
ACTUAL SF 560 SF
ASSIGNED SF (629 SF)
NON-ASSIGNED SF (N. A)
LELAND AVENUE
1 A4
1 A5
128'-0" TO FACES OF BUILDING
25'-8½" TO PROPERTY LINE
(E) SIDEWALK
2 STORY RESIDENCES
LANDSCAPED AREA
FUTURE EXPANSION
2 STORY RESIDENCES
2 STORY RESIDENCES
PLANTING
RAMP UP
PAVED COURTYARD
34 STUDY ROOMS/ PROJECT LABS (2) 328 (328)
35 YOUNG ADULT COLLECTION AND SEATING 428 (428)
23 AUDIOVISUAL COLLECTION 180 (180)
13 PUBLIC RESTROOM
13 PUBLIC RESTROOM
BIKE PARKING
MAIN ENTRANCE
BOOK DROP
24 INTERNATIONAL LANGUAGES COLLECTION 294 (294)
31 REFERENCE COLLECTION AND SEATING 578 (578)
22 NEW BOOKS AND DISPLAY AREA 166 (166)
11 LOBBY
BOOK DROP
EXPRESS CHECK
51 BOOK RETURN ROOM 66 (40)
5.4 SUPPLIES & EQUIPMENT STORAGE 141 (141)
3.4 MAGAZINE & NEWSPAPERS COLLECTION 300 (300)
42 JUVENILE AUDIOVIDEO COLLECTION 84 (84)
33 ADULT & JUVENILE CIRCULATING NON-FICTION COLLECTION 842 (842)
43 JUVENILE COLLECTIONS AND SEATING 513 (513)
21 PUBLIC SERVICE DESK 410 (410)
53 STAFF WORK AREA 587 (587)
32 ADULT CIRCULATING FICTION COLLECTION 266 (266)
37 PHOTO-COPIER ALCOVE 99 99
52 BRANCH MANAGER'S OFFICE 116 (95)
PUBLIC TOILET
KITCHENETTE
12 PROGRAM ROOM 785 (785)
41 CHILDREN'S COLLECTION AND SEATING 474 (474)
55 TELECOMMUNICATIONS CLOSET 100 (100)
56 STAFF BREAK ROOM 228 (228)
MECH. (N A)
57 STAFF RESTROOM (N A)
58 JANITOR CLOSET 111 (71)
AV. CHAIR & TABLE STORAGE
PAVED PATIO
RAMP UP
PLANTING
PLANTING
(E) SIDEWALK
94'-6" TO FACES OF BUILDING
RUTLAND STREET
2 A4
2 A5
8'-10½" TO PROPERTY LINE
2 STORY RESIDENCE
10' 0 10' 20' 30' 40' FEET

① **FLOOR PLAN**
SCALE 1/8" = 1'-0"

AREA SUMMARY

	ASSIGNED	NON-ASSIGNED	TOTAL
ACTUAL ..SF	7,143 SF	1,618 SF	8,761 SF
PROGRAM (..SF)	7,009 SF	1,752 SF	8,761 SF

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue
San Francisco, CA
94102-6028
Suite 4100
(415)557-4700
Fax (415)5574701

CONSULTANT
CONSULTANT'S STAMP

PROJECT TITLE
NEW
VISITACION VALLEY
BRANCH LIBRARY

201 LELAND AVENUE
SAN FRANCISCO
CA 94134

DRAFT

NO.	DATE	REVISIONS

DRAWN P HOENACK
CHECK1
CHECK2
FILE
PROJ. ARCH P SOUERS
PROJ. MGR P SOUERS
BUREAU MANAGER MARK DORIAN
DATE NOVEMBER 20, 2003

DRAWING TITLE
FLOOR PLAN

SHEET NO. Sheet ...of ... sheets
A-3

SCALE 1/8" = 1'-0"
JOB NO. 7522A

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DRAFT

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DRAFT

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Visitacion Valley Branch Library

2. **Type of Applicant Jurisdiction:** > *(Check one only)* City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.

E-mail: > damayor@sfgov.org

Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street
San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor
1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > Jeanne Goodrich

(If applicable)

Title: > Library Consultant Phone: > 503.335.8161

E-mail: > Goodrich@teleport.com

Address: > 3424 NE 25th Avenue, Portland OR 97212

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Mark Dorian, AIA **License #** > C 12895

Providing construction budget estimate and/or conceptual plans.

Title: > Bureau Manager, Bureau of Architecture, Dept. of Public Works Phone: > 415.557.4713

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Construction Manager, Bureau of Construction Management Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Patrick J. Greenan

(If applicable)

Title: > President, Construction Testing Services Phone: > 925.462.5151

E-mail: > pgreenan@cts-1.com

Address: > 2142 Rheem Drive, Suite E
Pleasanton, CA 94588

18. Hazardous Materials Consultant: > Melissa Tumbleson, P.E.

(If applicable)

Title: > Project Manager, Weiss Associates Phone: > 510.450.6000

E-mail: > mjt@weiss.com

Address: > 5801 Christie Avenue, Suite 600
Emeryville, CA 94608

19. Project Interior Designer: > Sylvia Kwan & Marie Fisher

(If applicable)

Title: > Principals, Kwan Henmie - Marie Fisher - Association Phone: > 415.777.4770

E-mail: > sylvia.kwan@kwanhenmi.com

Address: > 1 Beach Street
San Francisco, CA 94133

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. **Construction of a New Public Library Building** > 8,761 SF
2. **Conversion of an Existing Building into a New Public Library Building** > ______ SF
3. **Conversion and Expansion of an Existing Building into a New Public Library** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use
☑ Joint Venture Joint Use

☐ Computer Center
☑ Family Literacy Center
☑ Homework Center
☐ Shared Electronic/Telecommunications
☐ Subject Specialty Center
☐ Career Center
☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ______

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. **Remodeling an Existing Public Library Building** > ______ SF
5. **Remodeling and Expansion of an Existing Public Library Building** > ______ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ______ SF
Expansion: > ______ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ______

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. **Dedicated to Public Library Use** > ______ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. **Dedicated to "Other" Uses** SQ FT

A. Specify > ______________________ ______ SF

B. Specify > ______________________ ______ SF

C. Specify > ______________________ ______ SF

D. Specify > ______________________ ______ SF

E. Specify > ______________________ ______ SF

F. Specify > ______________________ ______ SF

G. Specify > ______________________ ______ SF

H. Specify > ______________________ ______ SF

3. **Subtotal: Dedicated to "Other" Uses** > 0 SF 0
Add Lines 2A SF thru 2H SF
Line 3 SF divided by (Line 1 SF + Line 3 SF)

4. **Common Areas**[1]

5. **Subtotal: Total of Common Areas**[1] > ______ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. **TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE** > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. **SF ATTRIBUTABLE TO PUBLIC LIBRARY USE** > 0 SF
Line 1 SF + Line 6 SF

---

[1] "Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 16,433
2. *Source:* > U.S. Census 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 13%
4. ***Public library project's service area 2000 population:*** > 18,493
5. *Source:* > U.S. Census 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 3%
7. ***Public library project's service area 2020 population:*** > 19,108
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 608
10. *Source:* > Vis Valley Middle School (212), Vis Valley Elementary School (396), SFUSD records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 63%
12. ***Project's public school attendance area(s) 2000 student population:*** > 994
13. *Source:* > Vis Valley Middel School (549), Vis Valley Elementary School (445), SFUSD records 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 0 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > ______ SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, th California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general obligation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from the State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Visitacion Valley Branch will become one of those community centers, with a program room to support its collaboration with the Visitacion Valley Middle and Elementary Schools as well as to support library programs and community after-hours use. Near-by branches are also being renovated and increasing in size.The new 6,300 square foot Portola Branch, currently in a 3,475 square foot leased facility, will be open by Spring 2007. The Bayview Branch will be renovated and expanded or may be relocated to a new building in a town center complex adjacent to the community opera house. The 8,500 square foot Excelsior Branch will
be completely renovated by Spring 2005. Currently, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for former military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

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[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
[See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ 2,225,000
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ● No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
(or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The geographical location of Visitacion Valley is in the basin located southeast of McLaren Park (the second largest park in the City) and reaching all the way out to the Bay. The community of Visitacion Valley is a collection of residential neighborhoods lying just below the park and surrounding a small industrial district. The San Bruno Mountains are visible to the south, bracketing the neighborhood, with the green of McLaren Park less than a mile to the west. Bound by City borders (Daly City and Brisbane) to the south and Highway 101 to the east.

The branch's entrance will face the corner of Leland Avenue and Rutland Street. Bayshore Boulevard is the main artery in the neighborhood running north - south bisecting the Valley and Little Hollywood. Leland Avenue running east – west is the neighborhood's commercial strip. The branch will be located four blocks from Bayshore on Leland Avenue, well situated in the center of a small but lively mixed-use residential & commercial shopping area. It will be close to the recently constructed Visitacion Valley Recreation Center, 3 churches, many small shops and 2 restaurants. The library will be a downhill walk coming from the middle school and the larger senior center (both within ½ mile) and the public pool (9 blocks). It is 2 blocks from the parochial school and large day care center and 3 blocks from the public elementary.

The branch is well situated to serve the entire community and is within easy access for students, teachers and parents attending the programs included in the cooperative agreement with the elementary schools. The branch is within easy walking distance for residents and due to its central location in the community's shopping district convenient to bus routes and the planned 3rd Street Ligt Rail project expected to be completed in Phase I (2005). Pedestrian walkways run the length of Leland, on both sides of the street and along most of the side streets.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 14

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Four municipal bus lines serve the section of the community where the branch will be located.
Within ¼ mile of the site:

9 San Bruno—stops every 10 – 20 minutes to 1:40 AM
9X San Bruno Express—stops every 10-12 minutes to 7:30 PM
15 Third Street—stops every 5-10 minutes to 12:30 AM
56 Rutland—stops every 40 minutes to 9:30 PM
91 Owl—every 30 minutes, PM only

The neighborhood is also about to realize two major improvements: upgrade of the CalTrain Bayshore Station and construction of the southern terminus of the new Third Street Light Rail. The Third Street Rail will link the neighborhood to other parts of the City and Bay Area. It will run from the southern terminus to the Embarcadero in the north - east section of the city with opportunities to transfer to other routes along the way. The CalTrain Station located to the west of Bayshore brings commuters to and from the neighborhood and is expected to create more activity along the Leland corridor. These two improvements will include improvements along Bayshore to improve street safety for the anticipated increase in public transit users.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

In San Francisco, the popularity and acceptability of bicycling as a transportation option for commuting to work, shopping, school and recreation is well established. The San Francisco Bicycle Coalition has had community and political support in its efforts to increase the number of bike lanes along the major transportation routes in the City. The municipal transportation system also accommodates bicyclists that mix their trip with the use of bus or light rail. Young people and others using the local parks and recreation facilities will likely make good use of the branches bike parking facilities. There are bike and pedestrian paths in McLaren Park, less than a mile away.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:

*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.

The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.

Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Visitacion Valley neighborhood has one major thoroughfare, Bayshore Blvd., 4 blocks south of the branch. There is an entrance on Paul Avenue, less than a mile from the branch to Bayshore Freeway (HWY 101) which heads north to the central city area of Civic Center and south to the airport and beyond.

Survey results and information gathered in the needs assessment indicate that most users of the branch will come from the immediate neighborhood. The neighborhood is made up of a grid of residential streets with limited traffic. There are two smaller arteries used by residents of the neighborhood, Leland Avenue, the commercial district ends at McLaren Park. The other is Visitacion Avenue which cuts across the neighborhood and links Bayshore to Mansell Avenue. Visitacion Avenue meanders through McLaren Park taking drivers or bikers to the major thoroughfare of Mansell Street. Mansell runs east – west dividing the Visitacion Valley and Portola neighborhoods.

To facilitate access for disabled users, there are 4 curb cuts at both the intersection of Leland / Rutland and Visitacion / Rutland, 2 at the library's entrance at Rutland, and 4 at Leland and Cora, along with yellow raised bumps and a pedestrian walkway.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	San Bruno Avenue North of Ordway Street	12	3,645	10/12/00
2. >	Bayshore Boulevard North of Visitacion Avenue	5	26,817	11/06/97
3. >	San Bruno Avenue North of Wabash Terrace	9	4,906	06/01/97
4. >	Bayshore Boulevard South of Leland Street	4	26,956	06/16/94

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 0 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street.. > 54 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 54 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:
# of Square Feet of Parking > - SF
# of Square Feet of Building > 8,761 SF
= 0.00 SF of Parking / 1 SF of Building

Example:
# of Square Feet of Parking = 15,000 SF
# of Square Feet of Building = 10,000 SF
= 1.50 SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The residential character of Visitacion Valley is apparent to one visiting the neighborhood. Single-family, one-story above garage-type housing dominates the landscape. The neighborhood also contains two affordable housing complexes. Geneva Towers a 20-story structure was recently replaced with affordable townhouses for 1,000 people, including senior housing. The Sunnydale public housing project is home to about 2,000. These two planned housing projects bring a level of density not seen in the rest of the community. This population is heavily dependent on municipal transportation that is convenient and dependable.
The library project would include the elimination of 14 off-street parking spaces. According to the *San Francisco Planning Code* Section 151, Schedule for Required parking Spaces, for arts use or activities (libraries), one parking space is required for each 2,000 sf of occupied floor area, where the occupied floor area exceeds 7,500 sf. Approximately 1,703 of the total 8,500 sf single story public library would be non-assignable, unoccupied square footage, with 6,797 sf occupied. The Planning Department environmental review (August 28, 2003) determined that "no off-street parking would be required for the proposed project. The project site is close to public transportation. Therefore, a substantial increase in parking demand is ... not anticipated."

No off street parking is provided by the library and there is un-metered spaces in front of the branch and on the adjacent side street. There are 54 unmetered and no metered spaces within 500 feet of the entrance. There is 1 red zone (hydrant) and many bus stops, with no other restricted parking. There is no residential permit parking in Visitacion Valley.

Visitacion Valley is lightly trafficked, with good parking, walking, 4 bus lines and new light-rail service planned. As discussed in the needs assessment an analysis of a recent community survey on use of the storefront branch library found that overwhelmingly users were residents. Because of the many branches located in 27 different neighborhoods of the city, the majority of users of each branch are the residents most close to the branch libraries. Students and teachers are also heavy users of the branch. This is expected to increase at the new branch, which will be closer to the schools that the library has formed co-operative agreements with. Residents expressed a desire to have the branch as focal point in the community. Given the popularity of Leland Avenue as the community-gathering place for social activities and business services it follows that the libraries presence will only increase the draw of residents to this area; allowing them to combine trips and to include a visit to the branch in their daily travels whether they be walking, by vehicle or mass transit.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The library will be geographically in the center of the library service area. It also will serve as an anchor to the western end end of the commercial district on Leland Avenue in this neigborhood. The commercial district is primarily comprised of 1-2 story buildings. The library, which will be sited on the southeast corner of a busy intersection. will serve as a bridge to the low-scale residential neigborhood to the west as well as the Visitaction Valley Receration Center, opened in the fall of 2003, the Visitacion Valley Playground and the Visitaction Valley Elementary School. The library will also be _____ miles from the Visitacion Valley Middle School, which is set on a hill overlooking the neighborhood.
The design of the building will create a presence on the site. The community requested a design that was unique and a landmark for the neigborhood. In response to that, the architetural team has designed an entrance on the comer of Leland and Rutland Avenues, facing the commercial district. A tower is being designed as an architectural feature of the library to create a beacon for this building in a neighborhood of comparatively low structures..

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The library site is a corner location on the major commercial street in the neighborhood. It is centrally located in the service area and is in close proximity to businesses, churches, schools and the newly-opened recreation center. The location will serve as a bridge between the commercial activity, which is to the south of the site, and the park, school and residential uses that occur to the north of the site. The library will serve as the upper anchor to the commercial street which ends at the intersection of the busy Bayshore Boulevard. This anchor concept wa supported at a recent neighborhood design charrette when a posible location in a new mixed use area on the southern side of Bayshore was not brought forward by the community as part of the plan.

The neighborhood is served by several major municipal bus lines and is slated to have a tremendous increase in public transporation when the 3rd Street light rail is extended to Visitacion Valley. This is expected to be completed in 2005 and will bring enhanced activity and development to the neighborhood. The library will be about 5 blocks about the light rail station but in close walking distance so that riders will be able to get library material on their way to the light rail.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The Library worked closely with the community and the City Planning Department in selecting the library site. While the Library was considering various sites, the City Planning Department conducted a design charrette for a large piece of property which was formerly the Schlage Lock Plant and now is being planned for mixed use development. The charrette was the result of a united community effort to defeat a proposed plan for a Home Depot on the site. Library staff were involved in all the design sessions.

The Library also worked closely with the City's Department of Real Estate to identify sites in the neighborhood that met the Library's criteria of at least 9 - 10,000 square feet to accomodate a building of 7,000 - 8,500 square feet, with good visibility, easy access and room for expansion. The Library is currently in a leased site which is located in the heart of the small commercial district but is in extremely poor condition and not for sale. In April 2001, 8 possible sites were presented to the community, with the field quickly narrowed to 3. The community voiced strong opposition to a location on the busy Bayshore Boulevard that bisects the community and, in particular, on the western side of Bayshore which is the more industrial side of the street. The real favorite was a corner site on Leland Avenue, the commercial street , which housed a poorly use grocery store that is a blight on the neighborhood. Even though the site was larger than necessary, the Library Commission authorized staff in August 2001 to negotiate for the site. After a long negotiation, the site was purchased by the City in 2003. The community is very pleased as it will lose a neighborhood blight and get a new library in its place.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Identifying available properties of at least 9 - 10,000 square feet in a city as densely populated and as intensely developed as San Francisco,is a great challenge. Another limitation that the Library imposed on its site review was that we would not displace any current housing, so the field of choices was very limited in Visitacion Valley and other neighborhoods as well.

The Libary worked closely wiht the community in identifying and vetting potential sites in Visitacion Valley. Eight sites were initially reviewed and quickly culled to three, with one as the outstanding site. The Library also worked closely with the City Planning Department in participating in the neighborhood design charrette and reviewing possible sites and design implication with Planning staff.

The library site was selected for several key reasons. At over 16,000 square feet, there was plenty of room for a good-sized building with room for expansion. The site is on a very visible corner and is relatively flat and square so that construction would be facilitated. The site is at the upper end of the commericial district; and the new library will make an interesting transition to the residences, schools and parks that are nearby. Another key reason is that the grocery store that is currently on the site seems to be a neighborhood blight and the site of many unsavory and illegal activities. Community residents do not shop at the store and expressed strong desire to replace it with a more beneficial public use.

Most buildings adjacent to the library site are 1-2 stories, with little height or mass. In order to make the library stand out as a civic presence, a corner entrance is being designed which faces the business district but also makes both sides of the building accessible. A tower or other landmark architectural feature is being developed for the entrance to make the building stand out in the neighborhood.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)

			Square Footage
1.	Proposed Library Building Footprint[1]	>	8,761 SF
2.	Proposed Library Surface Parking Lot	>	SF
3.	Proposed Library Parking Structure Footprint[1]	>	SF
4.	Future Library Building Expansion Footprint[1]	>	SF
5.	Future Library Parking Expansion	>	SF
6.	Required Local Zoning Set-Backs	>	SF
7.	Desired Aesthetic Set-Backs & Amenities	>	7,876 SF
8.	Miscellaneous & Unusable Space	>	SF
9.	**Total Square Footage of Library Project Site**	>	**16,637 SF**
10.	Proposed Under-Building Parking	>	SF

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[1] ***"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.***

Multipurpose Building Projects Only

		A Library[2] Dedicated SQ FT	B Library Portion of Common SQ FT	C Other[3] Common SQ FT	D Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

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[2] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[3] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Zoning

Classification

1. What is the current zoning classification of the site? > NC-2, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ● No ○

4. If so, list the date the variance or waiver has been or will be granted: > 02/26/04 (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 17,450	
6. >	Building Permit & Plan Check	$ 35,000	
7. >	Site Acquisition Costs	$ 18,000	
8. >	Demolition Permit	$ 5,900	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On August 28, 2003 the Planning Department issued a Certification of Determination of Exemption/Exclusion from Environmental Review for the Visitacion Valley Branch Library project. Please see the attached Certificate of Determination in the Supporting Documents. The certificate states that the construction of a library would have no significant environmental effects and thus is appropriately exempt from environmental review under Class I(I)3, and Class 3(c)

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The City and County of San Francisco plans to attain Leadership in Energy and Environmental Design (LEED) Certification for this project. In addition, the new Visitacion Valley Branch Library will gain operational efficiencies in four main areas: utilizing natural daylight, material selection, efficient mechanical system design, and technology.

Daylight: The new library will be oriented to utilze natural daylight, with clerestory windows providing indirect light over the grand reading area and the major window walls facing North and Northwest. The lighting design will maximize the use of natural daylight during available hours of operation, thus reducing the lighting load on the building.

Materials: The masonry construction creates a natural thermal mass that will reduce temperature fluctuations in the internal environment. The interior materials will be durable, and wherever possible, from sustainable sources.

Mechanical system design: solar panels, heating and cooling system

Technology: Technology will be incorporated directly into the structure, ensuring that information devices and networks will be accessible, upgradable and replaceable without disrupting the interior or library services. Low power consumption and low heat generation workstations will be installed, as well as flat-screen LED monitors for lower power consumption and heat generation.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●

3. A National Historic Landmark? Yes ○ No ●

4. A National Monument? Yes ○ No ●

5. On County or Municipal Historic Designation list? Yes ○ No ●

6. On the California Register of Historical Resources list? Yes ○ No ●

7. A California Historical Landmark? Yes ○ No ●

8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

After researching existing site data, field investigation, soils testing and engineering analyses, the firm of Ninyo & Moore/PSC Associates Joint Venture completed the Geotechnical Evaluation dated October 24, 2003 attached in the supporting documents. The following is a summary of geologic conditions:

Compressible and expansive soils: The results of tests for expansive soils indicate the soil has very low clay content and will not likely undergo volumetric changes due to fluctuations in moisture content.

Tunnels and mine shafts: There are no tunnels or mine shafts underlying the site.

Unstable slopes: The site is fairly level.

Active seismic zones: Though the site is in a seismically active region, no active faults have been mapped at or adjacent to the site. The site is not located within a State of California Earthquake Fault Zone, thus the probability of damage due to surface ground rupture is low. The closest know active fault is the San Andreas Fault, passing within approximately 5 ¼ miles to the southwest of the site. Severe ground shaking due to a large earthquake on a major active fault system will likely affect the site in the future. The most significant seismic event likely to affect the site would be an earthquake of magnitude 7.1 on the peninsular segment of the San Andreas Fault.

Ground water: Groundwater was encountered at a depth of approximately 25 feet at the time of drilling. The depth to groundwater at the site varies due to seasonal conditions, irrigation, rainfall, groundwater pumping/extraction, and other factors.

Areas prone to liquefaction: Due to the dense nature of the sand layers beneath the groundwater level, and the relatively deep groundwater level at about 25 feet, the Geotechnical Report indicates that the potential for liquefaction is considered low.

Impact on cost: The conditions noted above will not increase the cost of developing the site for a public library building. The Geotechnical Report concludes that the proposed library is feasible from a geotechnical standpoint. The report states that the new building could be constructed as planned and could be supported on shallow spread footings or structural slab foundation. Section 9 of the Geotechnical Report gives specific recommendations for structural elements such as earthwork, foundation and floor slab design, seismic design considerations, concrete placement, exterior flatwork, surface drainage and site maintenance. These recommendations have been included in the design and cost estimate of the project.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Grocery Store	$ 503,000
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 503,000**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability		Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	>	$ 0
2. Fiber Optic Cable	Yes ○ No ●	>	$ 0
3. Telephone	Yes ● No ○	>	$ 0
4. Gas	Yes ● No ○	>	$ 0
5. Cable TV	Yes ● No ○	>	$ 0
6. Storm Sewer	Yes ○ No ●	>	$ 0
7. Sanitary Sewer	Yes ● No ○	>	$ 0
8. Water	Yes ● No ○	>	$ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs		Eligible	Ineligible
1. Utilities..	>	$ 94,500	$ 0
2. Cut, Fill & Rough Grading...	>	$ 46,150	$
3. Special Foundation Support (pilings, etc.)....................	>	$ 0	$
4. Paving, curbs, gutters & sidewalks.............................	>	$ 365,000	$
5. Retaining Walls...	>	$ 0	$
6. Landscaping..	>	$ 90,000	$
7. Signage..	>	$ 36,750	$
8. Lighting..	>	$ 77,050	$
9. Removal of underground tanks..................................	>	$ 0	$
10. Removal of toxic materials......................................	>	$ 0	$
11. Rock removal...	>	$ 0	$
12. Traffic signals..	>	$ 0	$
13. Other (Specify): ______	>	$ 0	$
14. Other (Specify): ______	>	$ 0	$
15. TOTAL SITE DEVELOPMENT COSTS:....................	>	$ **709,450**	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: **$202 /SF**

B. For square footage added to an existing building, i.e. "expansions": **$238 /SF**

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > City & County of SF **Name of Project County** **County Locality B. Adjustment Factor:>** 1.2 **X** **Appropriate C. New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF** **(Select: 1A or 1B)**

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: **>** $ 242 **/SF** **(Re-enter Line 2D)**

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) Number A. of Months:> 56 **X .002 = (1/5%)** **Inflation B. Factor: >** .112 **X** **Locally Adjusted C. Construction $/SF: >** $ 242 **/SF = (Re-enter 3A)** **Additional $/SF D. >** $ 27 **/SF**

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) Additional A. Cost/SF: > $ 27 **/SF + (Re-enter 4D)** **Locally Adjusted B. Construction $/SF: >** $ 242 **/SF = (Re-enter 4C)** **Eligible Projected C. Construction $/SF: >** $ 269 **/SF**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 269 **/SF** **(Re-enter 5C)**

Multiplied By

7) The Square Footage of New Construction: > 8,761 **SF**

Equals

8) The Eligible Projected Construction Cost: > $ 2,356,709

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 235,671

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	**Date Bid**	**Construction Cost/SF**	**Example:**
A. >			**$ /SF**	**$ 230 /SF**
B. >			**$ /SF**	**$ 210 /SF**
C. >			**$ /SF**	**$ 220 /SF**
D. >			**$ /SF**	**/SF**
E. TOTAL		>	**$ /SF**	**$ 660 /SF**

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF Divided by > ______ = > $ 0 /SF

Re-enter Line E | **# of Projects** | **Locally Determined Comparable Cost per Square Foot**

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 (1/5%) = B. Inflation Factor: > ______ X C. Locally Determined Comparable $/SF: > 0 /SF (Re-enter 10) = D. > $ ______ /SF

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ /SF (Re-enter 11D) + B. Locally Determined Construction $/SF: > 0 /SF (Re-enter 11C) = C. Eligible Projected Construction $/SF: > $ ______ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ ______ /SF **(Re-enter 12C)**

Multiplied By

14) The Square Footage of New Construction: > ______ SF

Equals

15) The Eligible Projected Construction Cost: > $ ______

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ ______

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

			Eligible	Ineligible
1)	New Construction	>	$ 2,356,709	$
2)	Remodeling Construction	>	$ 0	$
3)	Contingency	>	$ 235,671	$
4)	Appraised Value of Building	>	$ 0	$
5)	Appraised Value of Land	>	$ 2,200,000	$
6)	Site Development	>	$ 709,450	$
7)	Site Demolition	>	$ 503,000	$
8)	Site Permits & Fees	>	$ 76,350	$
9)	Site Option to Purchase Agreement	>	$ 0	$
10)	Furnishings & Equipment Costs	>	$ 846,550	$
11)	Signage	>	$ 62,700	$
12)	Architectural & Engineering Costs	>	$ 952,100	$
13)	Construction Cost Estimator Fees	>	$ 22,800	$
14)	Interior Designer Fees	>	$ 110,000	$
15)	Geotechnical/Geohazard Reports	>	$ 29,750	$
16)	Hazardous Materials Consultant Fees	>	$ 48,950	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	>	$ 0	$
18)	Library Consultant Fee	>	$ 28,000	$
19)	Construction Project Management	>	$ 266,550	$
20)	Other Professional Fees	>	$ 150,150	$
21)	Local Project Administration Costs	>	$ 8,000	$
22)	Works of Art	>	$ 0	$ 54,230
23)	Relocation Costs & Moving Costs	>	$ 0	$ 10,000
24)	Acquisition of Library Materials	>	$ 0	$
25)	Other (Specify):	>	$ 0	$
26)	Other (Specify):	>	$ 0	$
27)	Other (Specify):	>	$ 0	$
28)	**TOTAL PROJECT COSTS:**	>	$ 8,606,730	$ 64,230

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 5,594,375
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		> $ 3,012,356
	Sources of Local Matching Funds:		
	31) City	> $ 2,815,633	
	32) County	> $	
	33) Special District	> $	
	34) Private	> $ 170,000	
	35) Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 3,012,356
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 64,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> **$ 8,670,960**

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	>	$ 103,281	$ 200,748
2. **Facilities Costs** Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	>	$	$ 37,610
3. **Equipment & Supplies Costs** Equipment Supplies	>	$ 5,000	$ 3,000
4. **Materials** Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. **Other Allocations** (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	>	$	$ 26,944
6. **Miscellaneous (Other)**	>	$	$ 0
7. **TOTAL EXPENDITURES:**	>	**$ 133,281**	**$ 318,302**

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ______	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

---

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue ***(Multipurpose Projects Only)***

27. State Matching Funds (65% of Line 26 total eligible costs[1])........ > $ ______

28. Local Matching Funds........ > $ ______

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City........ > $ ______

30. County........ > $ ______

31. Special District........ > $ ______

32. Private........ > $ ______

33. Other (Specify): ______ > $ ______

34. Local Credits [Land[2] and A&E Fees]........ > $ ______

35. Adjusted Local Match (Line 28 minus Line 34)........ > $ ______

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........ > $ ______

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)**........ > $ ______

---

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget ***(Multipurpose New Construction and Conversion Projects Only)***

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. Salaries/Benefits	>	$	$
2. Facilities Costs	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ______			
3. Equipment & Supplies Costs	>	$	$
Equipment			
Supplies			
4. Materials	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ______			
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Visitacion Valley Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund has increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

Because the current Visitacion Valley library facility is in leased quarters with a tlease ending in 2004 and renewable on a month-to month basis, it is not considered to be an existing facility by the Proposition 14 regulations. But, because the Library is operating a facility, there is a current staff of 3.725 FTE (full-time equivalents). The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area. so that the new facility can operate with minimal additional staffing. In order to support the joint-use agreement with the Visitacion Valley Middle and Elementary Schools, the first priority for additional staff will be to increase the ..2 FTE Teen Librarian to a .7 FTE and the .4 FTE Children's Librarian to a .5 as well as adding 1.3 FTE clerical staff to support the increased activity that will result from the opening of the new branch. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $35,000 is spent annually for the materials collection of the Visitacion Valley Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 43% to $50,000 annually when the new building is open. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public works. The Library has an

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	09/01/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	09/15/03
3. Schematic Plans Completion	>	11/01/04
4. Design Development Plans Completion	>	03/01/05
5. Working Drawings (90%) Completion	>	08/01/05
6. Construction Documents Completion	>	09/01/05
7. Project Advertised for Bids	>	09/01/05
8. Start of Construction	>	12/01/05
9. Estimated Mid-Point of Construction	>	10/01/06
10. Completion of Construction	>	08/01/07
11. Opening of Library Building to the Public	>	09/01/07
12. Final Fiscal & Program Compliance Review Completed	>	09/01/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

>	>
Signature	Date
> Willie L. Brown Jr.	> Mayor
Name (type)	Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

>	>
Signature	Date
> Susan Hildreth	> City Librarian
Name (type)	Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

DRAFT

SAN FRANCISCO PUBLIC LIBRARY

COMMISSION RESOLUTION NO. 9-03

ORTEGA BRANCH LIBRARY

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Improvement Program which will replace or renovate 19 branch libraries, construct four new branch libraries currently located in leased facilities and construct a new library facility in Mission Bay, and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000,000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, the planned project to build the new Ortega Branch Library appears to satisfy the funding priorities for Proposition 14 grant funding; and,

WHEREAS, Library staff has prepared a Proposition 14 grant application for the new Ortega Branch Library project for the third cycle of Proposition 14 funding, including application form and supporting documentation, that is on file with the Commission Secretary, which is hereby declared to be a part of this resolution as it set forth fully herein; and, WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Proposition 14 grant application for the new Ortega Branch Library; now, therefore, be it

RESOLVED, That the Library Commission approves the Proposition 14 grant application for the new Ortega Branch Library project, including application form and supporting documentation; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to certify the City's Proposition 14 grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

FIRST REPUBLIC BANK
It's a privilege to serve you®

November 12, 2003

Ms. Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Friends and Foundation of the San Francisco Public Library

Dear Ms. Hildreth:

This is to confirm that First Republic Bank has approved and expects to be in a position to issue a Letter of Credit on behalf of Friends and Foundation of the San Francisco Public Library in favor of San Francisco Public Library for the Ortega Branch by December 31, 2003. The Letter of Credit will be issued in the amount of $170,000 with a final maturity date of January 1, 2008.

Please feel free to call me if you have any questions or I can be of assistance.

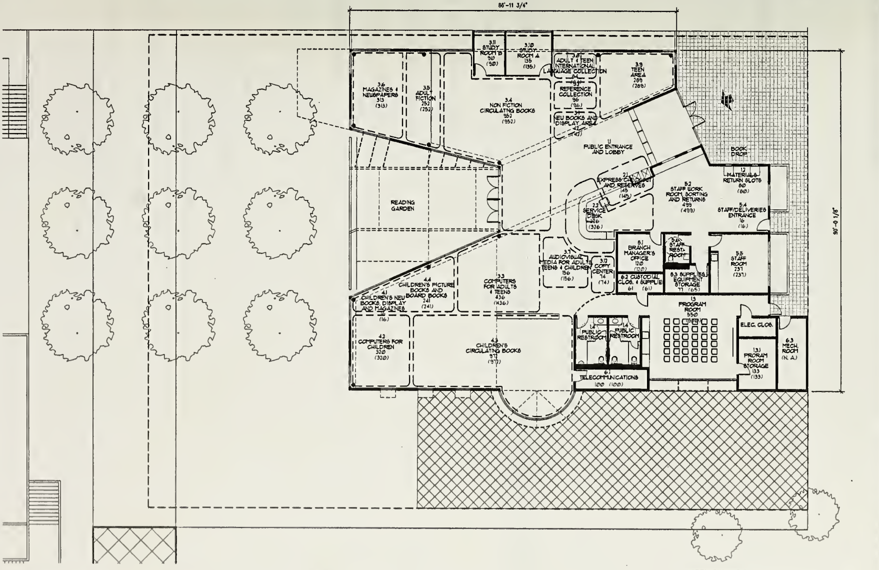
Thank you for your consideration.

Sincerely,

Paula J Berggren

Paula J. Berggren
Senior Commercial Lender

cc: Martín Gómez, Executive Director
Friends and Foundation of the San Francisco Public Library


86'-11 3/4"
90'-0 1/8"
3.11 STUDY ROOM B 90 (90)
3.10 STUDY ROOM A 135 (135)
3.8 ADULT & TEEN INTERNATIONAL LANGUAGE COLLECTION 84 (84)
3.9 TEEN AREA 289 (288)
3.6 MAGAZINES & NEWSPAPERS 313 (313)
3.5 ADULT FICTION 252 (252)
3.4 NON FICTION CIRCULATING BOOKS 952 (952)
3.3 REFERENCE COLLECTION 96 (96)
3.1 NEW BOOKS AND DISPLAY AREA 42 (42)
1.1 PUBLIC ENTRANCE AND LOBBY
BOOK DROP
1.2 MATERIALS RETURN SLOTS 80 (80)
2.1 EXPRESS CHECKOUT AND RESERVES 145 (145)
5.2 STAFF WORK ROOM, SORTING AND RETURNS 499 (499)
5.4 STAFF/DELIVERIES ENTRANCE 16 (16)
2.2 SERVICE DESK 326 (326)
READING GARDEN
3.7 AUDIOVISUAL MEDIA FOR ADULTS, TEENS & CHILDREN 156 (156)
3.12 COPY CENTER 74 (74)
5.1 BRANCH MANAGER'S OFFICE 120 (120)
5.6 STAFF REST-ROOM
5.5 STAFF ROOM 237 (237)
6.2 CUSTODIAL CLOS. & SUPPLIES 61 (61)
6.3 SUPPLIES EQUIPMENT STORAGE 77 (65)
4.4 CHILDREN'S PICTURE BOOKS AND BOARD BOOKS 241 (241)
3.3 COMPUTERS FOR ADULTS & TEENS 436 (436)
4.1 CHILDREN'S NEW BOOKS, DISPLAY AND MAGAZINES 16 (16)
1.3 PROGRAM ROOM 550 (550)
1.4 PUBLIC RESTROOM
1.4 PUBLIC RESTROOM
ELEC. CLOS.
1.3.1 PROGRAM ROOM STORAGE 133 (133)
6.3 MECH. ROOM (N. A.)
4.2 COMPUTERS FOR CHILDREN 320 (320)
4.3 CHILDREN'S CIRCULATING BOOKS 977 (977)
6.1 TELECOMMUNICATIONS 100 (100)

10' 0 10' 20' 30' 40' FEET

① FLOOR PLAN
SCALE: 1/8" = 1'-0"

N

AREA SUMMARY

	ASSIGNED	NON-ASSIGNED	TOTAL
ACTUAL --SF	6,800 SF	1,700 SF	8,500 SF
PROGRAM (--SF)	6,800 SF	1,700 SF	8,500 SF

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue Suite 4100
San Francisco, CA (415)557-4700
94102-6028 Fax (415)5574701

CONSULTANT:

DRAFT

PROJECT TITLE

ORTEGA BRANCH
LIBRARY

3223 Ortega Street
SAN FRANCISCO, CA 94122

NOVEMBER 10, 2003

NO	DATE	REVISIONS

DRAWN YOUCEF B.
CHECK1 PHILIP SOWERS
CHECK2
FILE
PROJ. ARCHITECT PHILIP SOWERS
PROJ. MGR. PHILIP SOWERS
BUREAU MANAGER DATE OCTOBER 24, 2003

MARK DORIAN
C-12859

DRAWING TITLE
FLOOR PLAN

SHEET NO.
A3

SCALE AS NOTED
PROJ. NO 7531A

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APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

1. **Official Name of Project:** > Ortega Branch Library

2. **Type of Applicant Jurisdiction:** > *(Check one only)* City: ○ County: ○ City/County: ● District: ○

3. **Grant Applicant Name:** > City and County of San Francisco
Legal name of jurisdiction that will own building
(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.
Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141.
E-mail: > damayor@sfgov.org
Address: > City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5. **Project Coordinator:** > Marilyn Thompson, AIA
Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Bond Program Manager Phone: > 415.557.4234
E-mail: > mthompson@sfpl.org
Address: > 100 Larkin Street, San Francisco, CA 94102

6. Alternate Project Contact Person: > Mindy Linetzky

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.

Title: > Bond Program Administrator Phone: > 415.557.4354

E-mail: > mlinetzky@sfpl.org

Address: > 100 Larkin Street
San Francisco, CA 94102

7. Head of Planning Department: > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald.green@sfgov.org

Address: > Department of City Planning, 5th Floor
1680 Mission Street, San Francisco, CA 94103

8. Head of Public Works or General Services Department: > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.

Title: > Director Phone: > 415.554.6920

E-mail: > edwin.lee@sfgov.org

Address: > Department of Public Works, City Hall, Room 348
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. Operating Library Jurisdiction: > San Francisco Public Library

Legal name of library that will operate the public library.

10. Library Director Name: > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

11. Alternate Library Contact Person: > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library, 6th floor
100 Larkin Street, San Francisco, CA 94102

12. Library Building Program Consultant: > N/A

(If applicable)

Title: > Phone: >

E-mail: >

Address: >

13. Technology Planning Consultant > Lewis Loeven

(If applicable)

Title: > Director, Dept. of Telecommunications & Information Services   Phone: > 415.554.0801

E-mail: > lewis.loeven@sfgov.org

Address: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Mark Dorian, AIA   **License #** > C 12895

Providing construction budget estimate and/or conceptual plans.

Title: > Bureau Manager, Bureau of Architecture, Dept. of Public Works   Phone: > 415.557.4713

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager   Phone: > 415.557.4234

E-mail: > mthompson@sfpl.org

Address: > San Francisco Public Library, 6th Floor
100 Larkin Street, San Francisco, CA 94102

16. Construction Manager: > Roberto Lombardi

(If applicable)

Title: > Bureau of Construction Management   Phone: > 415.759.2752

E-mail: > roberto_lombardi@ci.sf.ca.us

Address: > 1680 Mission Street
San Francisco, CA 94103

17. Construction Cost Estimator: > Patrick J. Greenan

(If applicable)

Title: > President, Construction Testing Services   Phone: > 925.462.5151

E-mail: > pgreenan@cts-1.com

Address: > 2142 Rheem Drive, Suite E
Pleasanton, CA 94588

18. Hazardous Materials Consultant: > Ronald Krzyzanowski, Site Assessment & Remediation Division

(If applicable)

Title: > Construction Manager, Bureau of Construction Management   Phone: > 415.554.8366

E-mail: > ronald.krzyzanowski@sfgov.org

Address: > 1680 Mission Street
San Francisco, CA 94103

19. Project Interior Designer: > Sylvia Kwan & Marie Fisher

(If applicable)

Title: > Principals, Kwan Henmie - Marie Fisher - Association   Phone: > 415.777.4770

E-mail: > sylvia.kwan@kwanhenmi.com

Address: > 1 Beach Street
San Francisco, CA 94133

TYPE OF PROJECT

New Public Library Building

Gross Total Project Square Footage

1. **Construction of a New Public Library Building** > 8,500 SF
2. **Conversion of an Existing Building into a New Public Library Building** > ________ SF
3. **Conversion and Expansion of an Existing Building into a New Public Library** > ________ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ________ SF

Expansion: > ________ SF

Priority:

☐ *First Priority "Joint Use"*

- ☐ Co-Location Joint Use
- ☑ Joint Venture Joint Use

- ☐ Computer Center
- ☑ Family Literacy Center
- ☑ Homework Center
- ☐ Shared Electronic/Telecommunications
- ☐ Subject Specialty Center
- ☐ Career Center
- ☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > ________

☐ *Second Priority "All Others"*

Existing Public Library Building

Gross Total Project Square Footage

4. **Remodeling an Existing Public Library Building** > ________ SF
5. **Remodeling and Expansion of an Existing Public Library Building** > ________ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > ________ SF

Expansion: > ________ SF

☐ *First Priority*

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > ________

☐ *Second Priority "All Others"*

Field Act Applicability ***(Joint use projects only)***

6. Is the project subject to the Field Act? > YES ○ NO ●

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ●

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. **Dedicated to Public Library Use** > ____ SF 0
(Including Public Library / School Library Use, if Joint Use Project)
Line 1 SF divided by (Line 1 SF + Line 3 SF)

2. **Dedicated to "Other" Uses** SQ FT

A. Specify > ____ ____ SF

B. Specify > ____ ____ SF

C. Specify > ____ ____ SF

D. Specify > ____ ____ SF

E. Specify > ____ ____ SF

F. Specify > ____ ____ SF

G. Specify > ____ ____ SF

H. Specify > ____ ____ SF

3. **Subtotal: Dedicated to "Other" Uses** > 0 SF 0
Add Lines 2A SF thru 2H SF
Line 3 SF divided by (Line 1 SF + Line 3 SF)

4. **Common Areas**[1]

5. **Subtotal: Total of Common Areas**[1] > ____ SF
Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
Line 5 SF x % in Line 3

8. **TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE** > 0 SF
Add Lines 1SF, 3 SF, & 5 SF

9. **SF ATTRIBUTABLE TO PUBLIC LIBRARY USE** > 0 SF
Line 1 SF + Line 6 SF

---

[1] "Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 27,319
2. *Source:* > U.S. Census, 1980
3. ***Population Percentage Change from 1980 to 2000:*** > 11%
4. ***Public library project's service area 2000 population:*** > 30,330
5. *Source:* > U.S. Census, 2000
6. ***Population Percentage Change from 2000 to 2020:*** > 2%
7. ***Public library project's service area 2020 population:*** > 31,027
8. *Source:* > Association of Bay Area Governments

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > 323
10. *Source:* > A.P. Giannini Middle School, San Francisco Unified School District (SFUSD) records, 1981/82
11. ***Population Percentage Change from 1980 to 2000:*** > 382%
12. ***Project's public school attendance area(s) 2000 student population:*** > 1,558
13. *Source:* > Giannini Middle School (1,281) + Sunset Elementary (277), SFUSD records, 2000
14. ***Population Percentage Change from 2000 to 2020:*** > %
15. ***Project's public school attendance area(s) 2020 student population:*** >
16. *Source:* > Not available per San Francisco Unified School District

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 4,057 SF

If no existing public library facility, enter "0."

Existing School Library: *(Co-located Projects Only)*

2. The current gross square footage of the existing school library(s) being replaced is: > ______ SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000. The Library serves a population of 791,600 in a city of 49 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, City Proposition E was passed, which created a funding mechanism to support library operations including a dedicated share of property tax, a guaranteed share of the City's general fund, and requiring the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public library service strategy of many small, neighborhood libraries.

Up-to-date, seismically safe, technologically capable, and welcoming library facilities are a priority for San Francisco. The Main Library opened in 1996, the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999, and the new Ocean View Branch was opened in 2000. In March 2000, San Francisco voters approved Proposition 14, the California Public Library Construction and Renovation Bond Act, by 74%, the highest approval level of any county in the state. In November 2000, San Francisco voters approved Proposition A, a $105.9 million general obligation bond measure which created the Branch Library Improvement Program. This program is designed to support the renovation of the remaining 19 branches, the replacement of 4 leased facilities with newly-constructed, City-owned libraries and the construction of the 27th branch in the newly developing Mission Bay neighborhood. This program assumes that a maximum of $10 million will be received by San Francisco from State Proposition 14 bond funds. When this program is complete, there will be an additional 55,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 32% of the current space. In January 2002, the Library completed a Branch Facilities Plan which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries, and a functional building program which is a basis for all projects. Accessibility, flexibility and convenience in library services and facilities are the key goals of the Branch Library Improvement Program.

Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving to a service strategy where most branches are 6,000 - 8,000 square feet and provide a wide array of resources and services for library users. The Main Library serves both as a branch for its immediate neighborhood and as the in-depth information and research collection for the system. The branches will serve as vibrant learning centers, becoming the "living rooms" of their neighborhoods, and provide collections and services that meet the diverse needs of their communities. The Orrtega Branch will become one of those community centers, with a program room to support its collaboration with the A.P. Gianni Middle School and the Sunset Elementary School as well as to support library programs and community after-hours use. Neighboring libraries are also being improved - the 8,500 square foot Sunset Branch will be completely renovated by Spring 2006; the 5,800 square foot Parkside Branch will be renovated with a small expansion by Spring 2008; the 6,000 square foot West Portal Branch will be renovated and expanded by Spring 2007. Currently, the Library is not planning for construction of additional branches because the population of San Francisco is stable and the City is primarily built-out, with limited opportunity for in-fill housing. We are monitoring plans for fomer military bases that are being programmed for public use in Hunter's Point, the Presidio and Treasure Island.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > 1956 Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > 1956 Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > ____________ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

---

[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ● No ○

2. Will the library site be owned by the applicant? Yes ● No ○

3. Will the library site be leased by the applicant? Yes ○ No ●

4. If the library site will be leased, provide the name of the owner: > N/A

5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ●
   [See Education Code section 19995(c)]

6. Is the site currently dedicated to the operation of a public library? Yes ○ No ●

Building ***(For Conversion Projects Only)***

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○

8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ● No ○

Building ***(For Conversion Projects Only)***

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $ ________
    (or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Building ***(For Conversion Projects Only)***

13. What is the appraised value of the building? > $ ________
    (or library portion of site, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Outer Sunset neighborhood where the Ortega branch is located consists largely of single-family houses. The Outer Sunset is relatively flat compared to other San Francisco neighborhoods, making pedestrian access to the branch easy for all ages. The branch is located between two large public schools and is adjacent to a Recreation & park facility which is actually attached ot thew Library's presnet building. Both of the schools have large parking lots for staff and visitors during school operating hours and to accomodate the adult evening programs held there. Ortega Street itself has increased on-street parking due to fewer residential driveways on one side of the street. The school sites offer access to these two parking lots on evenings and weekends when school is not in session. Pedestrian sidewalks run in front of the branch on both sides of Ortega Street and along all of the east - west running streets in this district.

The branch is located in 3 X 3 block area reserved for Public Library, Recreation & Park and S.F. Unified School District activites. This area is the community center for the Outer Sunset District of the City. Residents utilize the large open fields for a variety of group sports activites, planned recreational events and as an informal meeting space. All age groups utilize the facilities in this 3 block area.

The Ortega library service area is bounded on the North by Golden Gate Park, to the west by the Pacific Ocean, and to the east by 32nd Avenue. The southern boundary is marked by Sloat Boulevard to 43rd and Vicente to Sunset and Taraval. Sunset Boulevard, a major thoroughfare, runs through the service area, but there are traffic lights that make it easy to cross the street to get to the branch. Golden Gate park is a natural barrier, but the residents across the park are served by the Anza branch or by the Richmond branch.

Residents and visitors can easily access the branch from Lincoln Way which runs the length of Golden Gate Park (east - west) and from Sunset Blvd (Route 1) which runs north - south from the north end of the Park to the southern border of the city and beyond.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 12

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

The Ortega Branch has an excellent representation of public transportation options, in additions to the bicycling and pedestrian alternatives. Within ¼ mile of the branch are 12 transit stops that serve the area 7 days a week. All of the buses that stop near the branch are wheelchair accessible.

The branch is served by 5 bus lines. All five lines offer wheelchair access during all operating hours.

Route 16AX – operates on weekday mornings and early evenings 10-15 minutes apart, stops within 3 blocks of branch.
Route 29 – operates 7 days every 15-30 minutes, stops within 3 blocks of branch.
Route 48 – operates weekdays early morning and mid-afternoon to early evening, ever 6-20 minutes. Stops within 3 blocks of branch.

Route 71 – operates 7 days 12-20 minutes apart stops within 3 blocks of branch.
Route 71L – operates approximately 5:00 a.m. to 7:00 p.m. Monday-Friday, stops within 3 blocks of the branch.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

Walking and bicycling are common and popular activities among San Franciscans. The proximity of the branch to the Pacific Ocean and Golden Gate Park make this an ideal location to access by bicycle. A paved bike path runs along the ocean front, parallel to the Great Highway connecting to pedestrain and bike paths in the Park.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle parking Requirements for city-Owned and Leased Buildings stipulates that the Visitacion Valley Branch have the following:
*Class 2 Bicycle Parking spaces – These are bicycle racks that permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.
The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.
Section 155.1.c Required Number of Spaces, which includes libraries, requires the number of spaces to reflect "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Ortega branch service area is easily accessed by automobile. The streets in the Outer Sunset are wider and less heavily trafficked than average San Francisco streets. Two blocks to the east of the branch is Sunset Boulevard (Route 1), a major north-south artery that traverses the entire Sunset, and connects it to Golden Gate Park and to the Richmond neighborhood on the other side of the park, to all the east-west streets in the Sunset, to Sloat Avenue to the south, and the Lincoln Avenue to the north. Lincoln Avenue is also a major artery that runs east-west along the edge of Golden Gate Park, providing good access to the Inner Sunset, the Civic Center and Downtown areas.

The area around the Ortega branch has much better parking than is typical for San Francisco. The branch is in between two schools, and it located within the West Sunset Playground. Because of the lack of residences on the south side of Ortega, street parking is much more available than in most neighborhoods. In addition, the school parking lots are available for use by library customers during evenings and weekends when school is not in session.

To facilitate access for disabled users, there are curb cuts at all corners near the branch. There is a handicapped blue zone right in front of the branch at Ortega and 39th Avenue.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Ortega Street West of 32nd Avenue	9	2,217	02/11/99
2. >	Sunset Boulevard North of Lake Merced	16	15,222	08/09/99
3. >	Sunset Boulevard South of Kirkham Street	8	42,304	10/01/96
4. >	Great Highway (Lower) South of Pacheco Street	10	3,748	05/19/93

Library Automobile Parking

1. Number of library parking spaces available off street, on library site........................ > 0 spaces

2. Number of library parking spaces available off street, off library site........................ > 132 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street.. > 77 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking... > 209 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning.......................... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..................... > Yes ○ No ●

7. If so, by how many spaces were the parking requirements reduced?...................... > ______ spaces

8. Provide number of square feet per parking space as required by local zoning.......... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations.. > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate:

$$\frac{\text{\# of Square Feet of Parking} > }{\text{\# of Square Feet of Building} > } = \frac{-\ \text{SF}}{8{,}500\ \text{SF}} = 0.00\ \text{SF of Parking / 1 SF of Building}$$

Example:

$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{15{,}000\ \text{SF}}{10{,}000\ \text{SF}} = 1.50\ \text{SF of Parking / 1 SF of Building}$$

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..................... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

Like many urban areas, San Francisco is a "transit first" city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly and conducive to urban sustainability. Public parking is not a requirement of city spaces or buildings providing public service.

The Ortega Branch has an excellent representation of public transportation options, in additions to the bicycling and pedestrian alternatives. Within ¼ mile of the branch are 12 transit stops that serve the area 7 days a week. All of the buses that stop near the branch are wheelchair accessible. Street parking is much more readily available in the Outer Sunset than in other parts of San Francisco. Within 500 feet of the branch, there are 65 on-street parking spaces, whith an additional 10 spaces located in a white zone that applies only from 8:30-9:30 a.m. and 3:00-4:00 p.m. Monday-Friday, for school bus loading and unloading.
Beyond 500 feet of the branch, there is additional street parking on 41st where Sunset Elementary School, a local clinic, and the West Sunset playground occupy the block providing more curb area unbroken by residential driveways. Because there are no businesses within the immediate vicinity of the branch, the library and the schools are the major reason for people outside of the neighborhood to visit, keeping parking relatively available well beyond 500 feet from the branch.
The project site is within a P (Public Use) zoning district and an OS (Open Space) height and bulk District. CEQA Guidelines Section 15301(1)(3), provides for an exemption from environmental review fo rdemolition of up to 3 commercial buildings on sites zoned for such use. The Planning Department Environmental Review for this project found that it, "would result in the demolition of one structure; a branch library building zoned for public use and therefore would be exempt under Class 1(1)(3)". In addtion, CEQA Guidelines Section 15303, or Class 3(c), provides for an exemption for new construction and location of up to four new buildings in urbanized areas. The Planning Department has found the Library project to comply with zoning requirements, "the proposed public use would be exempt under Class 3(c)". No off-street parking is being displaced and a substantial increase in parking demand resulting from the new development is not anticipated. Because the library has many branches located in 27 different neighborhoods of the city, the majority of users of each branch live very close to their local library. The Ortega branch is surrounded by sidewalks, has excellent parking availablility and extensive public transportation.

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The building is located in the center of the library service area. It will be the most prominent public building in a mini-civic center complex that is comprised of a middle school, an elementary school, a small recreation center and a community playground. Its proposed new location immediately adjacent to Ortega Street will greatly enhance its visibility. The elevation of the building, which is currently 10 feet above street level is also set pack and not visible form the street. the new location will contribute to its prominence. It is located 4 blocks north of Sunset Boulevard and 6 blocks south of 45th Avenue, both of which are major traffic thoroughfares in the neighborhood.
The current and proposed locations have a great claim to fame - the Ortega Branch is now and will continue to be the public library branch that is situated at the most westem point of any public library branch within ithe mainland of the United States. The branch is within 9 blocks of the Pacific Ocean. The design of the building is striking and will take advantage of the site's proximity to the Pacific Ocean.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The neighborhood, generally know as the Outer Sunset, is primarily single-family residential with no large shopping areas. The branch is in the heart of its neighborhood, set back in a raised courtyard, sandwiched between A.P. Giannini, San Francisco's largest middle school with over 1,200 students, to the west, Sunset Elementary to the east and the Recreation and Park Department's West Sunset Playground to the south. The playground emcompasses three city blocks and includes a children's playground, tennis courts, baseball and soccer fields and an indoor recreation center which adjoins the current branch library. A Department of Public Health mental health center is situated nearby. The entire complex was planned in the 1940's as a mini "civic center" for the surrounding neighborhood. Originally expected to encompass six blocks with a clubhouse, indoor swimming pool and volleyball and basketball courts, as costs mounted, the project was scaled back to its current form.

The branch library is one of the key components of this civic complex; and its reorientation and enlargement will make it a much more visible and used institution as well as provide an opprotunity to redesign and better utilize the open space area surrounding the new structure. The branch, with its proximity to two schools and a residential neigborhood, is the 5th busiest branch of 26 branches (250,000 items in 2002/03) and circulates more materials thatn any other similar-sized branch. The branch is on a major bus line that goes cross-town. Nearby bus lines and light rail trains provide transporation throughout the city and many automobiles are used in this neighborhood as well.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

Library service has been provided to the Ortega neighborhood from the current facility since 1956. The library is adjacent to the A.P. Gianni Middle School, the Sunset Elementary School and the West Sunset Playground. Although the proximity of the branch to the school and playground is very useful, the current siting of the branch is not effective. The branch is set back 75 feet from Ortega Street, the main thoroughfare that provides access to the branch, and sits on a level above the street. The main entry way is on the left, rear side of the building and has no visibility from the street. The building is so well-hidden that, recently when an ambulance was called to the branch for an emergency, the ambulance could not find the branch and had to be flagged down by a staff member who ran into the street. There is a large, raised plaza between the branch and Ortega Street.

tIn 1946, the Library paid $20,000 in an eminent domain action to acquire 21,875 square feet for library use. This "floating footpint" provides more than sufficient space for the curren 4,500 square foot facility. In this project, the Library is proposing to enlarge the branch to 8,500 square feet and reorient the "floating footprint" of property so that the branch is adjacent to Ortega Street , with a much more visible location, building design and entrance.

The Library held public meetings in September and December 2003 to gather community input on the project, which is strongly supported by the neighborhood. The Library is working closely with the City Planning Department and the Department of Recreation and Parks, that controls the adjacent property, on this project,

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

The current location of the Ortega Branch Library is very central to the neighborhood and adjacent to schools and a playground. While the location of the branch is excellent, the size and orientation of the building is very limiting. We are proposing to maintain the same location so that users will not have to find a new library site, but reorient and expand the building for better visibility and use. Currently, the 4,507 square foot building is packed with users, particularly after school when students from the adjacent middle and elementary schools arrive. The building is set back 75' from the street, with an entry that does not face the street. As it is currently situated, it is virtually invisible. By reorienting the branch to the street, we will greatly increase opportunities for visiblity and an exciting building presence in the neighborhood. By taking advantage of additional available space to increase the branch from 4,507 square feet to 8.500 square feet, the community will benefit from an enlarged facility and collection to provide the variety of services that are desired. The increased square footage and inclusion of a program room will suppor the collaborative activities to be provided with both near-by schools.

A retaining wall that is adjacent to the Ortega Street sidewalk creates a building grade level that is about 15' above street level. The building will not be at street grade but the street-side exterior and the entrance on the west side of the building will be designed for high visibility. A work of public art, a mural that is greatly loved by the community and redone in the summer of 2003, is on the retaining wall. It is a strong desire of the commuity to retain the wall and its mural.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		**Square Footage**
1. Proposed Library Building Footprint[1]	>	8,500 SF
2. Proposed Library Surface Parking Lot	>	SF
3. Proposed Library Parking Structure Footprint[1]	>	SF
4. Future Library Building Expansion Footprint[1]	>	SF
5. Future Library Parking Expansion	>	SF
6. Required Local Zoning Set-Backs	>	SF
7. Desired Aesthetic Set-Backs & Amenities	>	13,375 SF
8. Miscellaneous & Unusable Space	>	SF
9. Total Square Footage of Library Project Site	>	**21,875 SF**
10. Proposed Under-Building Parking	>	SF

[1] ***"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.***

Multipurpose Building Projects Only		***A*** **Library[2] Dedicated SQ FT**	***B*** **Library Portion of Common SQ FT**	***C*** **Other[3] Common SQ FT**	***D*** **Other[3] Dedicated SQ FT**
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, Including joint use school library services (co-location or joint venture).***

[3] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Zoning

Classification

1. What is the current zoning classification of the site? > P (public), OS (open space) height and bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ●

4. If so, list the date the variance or waiver has been or will be granted: > ____________ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 20,450	
6. >	Building Permit & Plan Check	$ 40,850	
7. >	Demolition Permit	$ 5,000	
8. >		$	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. On November 4, 2003 the Planning Department issued a Certificate of Determination of Exemption/Exclusion from Environmental Review for the Ortega Branch Library project . The Planning Department found that construction of a new library would have no significant environmental effects and is exempt from environmental review under Class I(l)(3) and Class 3(c). Please see the attached certificate in the Supporting Documents.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The City and County of San Francisco plans to attain Leadership in Energy and Environmental Design (LEED) Certification for this project.

The project will be based on "green" design concepts of energy conservation, the introduction of natural light and air, and the use of natural, renewable materials. By intergrating these renewable materials with energy-efficient, technologically advanced ones, we aim to design a building that uses resources sensibly, economically, and imaginatively.

The new library will be oriented to utilze natural daylight. The lighting design will maximize the use of natural daylight during available hours of operation, thus reducing the lighting load on the building.

The masonry construction creates a natural thermal mass that will reduce temperature fluctuations in the internal environment. The interior materials will be durable, and wherever possible, from sustainable sources.

Mechanical system design: solar panels, heating and cooling system

Technology will be incorporated directly into the structure, ensuring that information devices and networks will be accessible, upgradable and replaceable without disrupting the interior or library services. Low power consumption and low heat generation workstations will be installed, as well as flat-screen LED monitors for lower power consumption and heat generation.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ●

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ●
3. A National Historic Landmark? Yes ○ No ●
4. A National Monument? Yes ○ No ●
5. On County or Municipal Historic Designation list? Yes ○ No ●
6. On the California Register of Historical Resources list? Yes ○ No ●
7. A California Historical Landmark? Yes ○ No ●
8. A State Point of Historical Interest? Yes ○ No ●

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ●
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ●

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ●

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

Geotechnical Report to be provided by the Department of Public Works.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	Structure(s) to be Demolished	Demolition Cost Estimate
1. >	Branch Library	$ 186,800
2. >		$
3. >		$
4. >		$
5. >		$
6. >		$
	Total Demolition:	> **$ 186,800**

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability		Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ● No ○	>	$ 0
2. Fiber Optic Cable	Yes ○ No ●	>	$ 0
3. Telephone	Yes ● No ○	>	$ 0
4. Gas	Yes ● No ○	>	$ 0
5. Cable TV	Yes ● No ○	>	$ 0
6. Storm Sewer	Yes ○ No ●	>	$ 0
7. Sanitary Sewer	Yes ● No ○	>	$ 0
8. Water	Yes ● No ○	>	$ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs		Eligible	Ineligible
1. Utilities	>	$ 99,850	$
2. Cut, Fill & Rough Grading	>	$ 16,150	$
3. Special Foundation Support (pilings, etc.)	>	$ 0	$
4. Paving, curbs, gutters & sidewalks	>	$ 162,000	$
5. Retaining Walls	>	$ 0	$
6. Landscaping	>	$ 217,100	$
7. Signage	>	$ 38,300	$
8. Lighting	>	$ 98,100	$
9. Removal of underground tanks	>	$ 0	$
10. Removal of toxic materials	>	$ 0	$
11. Rock removal	>	$ 0	$
12. Traffic signals	>	$ 0	$
13. Other (Specify):	>	$ 0	$
14. Other (Specify):	>	$ 0	$
15. TOTAL SITE DEVELOPMENT COSTS:	>	$ **631,500**	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > City & County of SF (**Name of Project County**) **B. County Locality Adjustment Factor:>** 1.2 **X C. Appropriate New Cost/SF:>** $ 202 **/SF = D. >** $ 242 **/SF** (**Select: 1A or 1B**)

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 242 **/SF** (**Re-enter Line 2D**)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) A. Number of Months:> 61 **X .002 = (1/5%) B. Inflation Factor: >** .122 **X C. Locally Adjusted Construction $/SF: >** $ 242 **/SF =** (**Re-enter 3A**) **D. Additional $/SF >** $ 30 **/SF**

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) A. Additional Cost/SF: > $ 30 **/SF +** (**Re-enter 4D**) **B. Locally Adjusted Construction $/SF: >** $ 242 **/SF =** (**Re-enter 4C**) **C. Eligible Projected Construction $/SF: >** $ 272 **/SF**

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 272 /SF (**Re-enter 5C**)

Multiplied By

7) The Square Footage of New Construction: > 8,500 SF

Equals

8) The Eligible Projected Construction Cost: > $ 2,312,000

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 231,200

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A. >			**$ /SF**	**$ 230 /SF**
B. >			**$ /SF**	**$ 210 /SF**
C. >			**$ /SF**	**$ 220 /SF**
D. >			**$ /SF**	**/SF**
E. TOTAL		**>**	**$ /SF**	**$ 660 /SF**

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ ______ /SF Divided by > ______ = > $ 0 /SF

Re-enter Line E — # of Projects — Locally Determined Comparable Cost per Square Foot

[Example S 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 (1/5%) = B. Inflation Factor: > ______ X C. Locally Determined Comparable $/SF: > 0 (Re-enter 10) /SF = D. > $ ______ /SF

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ ______ (Re-enter 11D) /SF + B. Locally Determined Construction $/SF: > 0 (Re-enter 11C) /SF = C. Eligible Projected Construction $/SF: > $ ______ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > **$ ______ /SF** **(Re-enter 12C)**

Multiplied By

14) The Square Footage of New Construction: > **______ SF**

Equals

15) The Eligible Projected Construction Cost: > **$ ______**

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > **$ ______**

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction >	$ 2,312,000	$
2)	Remodeling Construction >	$ 0	$
3)	Contingency >	$ 231,200	$
4)	Appraised Value of Building >	$ 0	$
5)	Appraised Value of Land >	$ 0	$
6)	Site Development >	$ 631,500	$
7)	Site Demolition >	$ 186,800	$
8)	Site Permits & Fees >	$ 66,300	$
9)	Site Option to Purchase Agreement >	$ 0	$
10)	Furnishings & Equipment Costs >	$ 940,400	$
11)	Signage >	$ 55,500	$
12)	Architectural & Engineering Costs >	$ 1,009,650	$
13)	Construction Cost Estimator Fees >	$ 22,900	$
14)	Interior Designer Fees >	$ 110,000	$
15)	Geotechnical/Geohazard Reports >	$ 26,400	$
16)	Hazardous Materials Consultant Fees >	$ 38,500	$
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies >	$ 0	$
18)	Library Consultant Fee >	$ 0	$
19)	Construction Project Management >	$ 278,100	$
20)	Other Professional Fees >	$ 123,750	$
21)	Local Project Administration Costs >	$ 0	$
22)	Works of Art >	$ 0	$ 67,500
23)	Relocation Costs & Moving Costs >	$ 0	$ 20,000
24)	Acquisition of Library Materials >	$ 0	$
25)	Other (Specify): >	$ 0	$
26)	Other (Specify): >	$ 0	$
27)	Other (Specify): >	$ 0	$
28)	**TOTAL PROJECT COSTS: >**	**$ 6,033,000**	**$ 87,500**

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)……	>		$ 3,921,450
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29)…… ***[Must also equal the total of Lines 31 - 35]***	>		$ 2,111,550
	Sources of Local Matching Funds:			
	31) City……	>	$ 1,918,325	
	32) County……	>	$	
	33) Special District……	>	$	
	34) Private……	>	$ 170,000	
	35) Other (Specify): ______	>	$	
36)	Local Credits [Land[2] and A&E Fees]……	>		$
37)	Adjusted Local Match [Line 30 minus Line 36]……	>		$ 2,111,550
38)	Supplemental Local Funds [Same as Line 28 ineligible]……	>		$ 87,500
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]……	>		**$ 6,120,500**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. Salaries/Benefits	>	$ 53,135	$ 499,926
2. Facilities Costs	>	$	$ 35,920
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ______			
3. Equipment & Supplies Costs	>	$ 5,000	$ 3,000
Equipment			
Supplies			
4. Materials	>	$ 25,000	$ 85,000
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$ 26,944
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ______			
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 83,135**	**$ 650,790**

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	**A** **Library[1] Dedicated Eligible**	**B** **Library Portion of Common Eligible**	**C** **Library Total Eligible**	**D** **Library Total Ineligible**	**E** **Other[2] Total Ineligible**
1. New Construction	$ 0	$ 0	$ 0	$ 0	$ 0
2. Remodeling Construction	$ 0	$ 0	$ 0	$ 0	$ 0
3. Contingency	$ 0	$ 0	$ 0	$ 0	$ 0
4. Appraised Value of Building	$ 0	$ 0	$ 0	$ 0	$ 0
5. Appraised Value of Land	$ 0	$ 0	$ 0	$ 0	$ 0
6. Site Development	$ 0	$ 0	$ 0	$ 0	$ 0
7. Site Demolition	$ 0	$ 0	$ 0	$ 0	$ 0
8. Site Permits & Fees	$ 0	$ 0	$ 0	$ 0	$ 0
9. Site Option Agreement	$ 0	$ 0	$ 0	$ 0	$ 0
10. Furnishings & Equipment Costs	$ 0	$ 0	$ 0	$ 0	$ 0
11. Signage	$ 0	$ 0	$ 0	$ 0	$ 0
12. Architectural & Engineering Fees	$ 0	$ 0	$ 0	$ 0	$ 0
13. Construction Cost Estimator Fees	$ 0	$ 0	$ 0	$ 0	$ 0
14. Interior Designer Fees	$ 0	$ 0	$ 0	$ 0	$ 0
15. Geotechnical/Geohazard Reports	$ 0	$ 0	$ 0	$ 0	$ 0
16. Hazardous Materials Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	$ 0	$ 0	$ 0	$ 0	$ 0
18. Library Consultant Fees	$ 0	$ 0	$ 0	$ 0	$ 0
19. Construction/Project Management	$ 0	$ 0	$ 0	$ 0	$ 0
20. Other Professional Fees	$ 0	$ 0	$ 0	$ 0	$ 0
21. Local Project Administration Costs	$ 0	$ 0	$ 0	$ 0	$ 0
22. Works of Art	$ 0	$ 0	$ 0	$ 0	$ 0
23. Relocation Costs & Moving Costs	$ 0	$ 0	$ 0	$ 0	$ 0
24. Acquisition of Library Materials	$ 0	$ 0	$ 0	$ 0	$ 0
25. Other (Specify): ______	$ 0	$ 0	$ 0	$ 0	$ 0
26. Total Project Costs:	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

[1] ***Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).***

[2] ***"Other" uses means any other space that does not provide for the delivery and support of public library direct services.***

Sources of Multipurpose Project Revenue ***(Multipurpose Projects Only)***

27. State Matching Funds (65% of Line 26 total eligible costs[1])........ > $

28. Local Matching Funds........ > $

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29. City........ > $

30. County........ > $

31. Special District........ > $

32. Private........ > $

33. Other (Specify): ____________ > $

34. Local Credits [Land[2] and A&E Fees]........ > $

35. Adjusted Local Match (Line 28 minus Line 34)........ > $

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible)........ > $

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)........** > $

---

[1] Up to a maximum of $20,000,000

[2] Land credit Is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget ***(Multipurpose New Construction and Conversion Projects Only)***

EXPENDITURES		**INITIAL START-UP EXPENSES**	**ANNUAL EXPENSES**
1. **Salaries/Benefits**	>	$	$
2. **Facilities Costs**	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): ____________			
3. **Equipment & Supplies Costs**	>	$	$
Equipment			
Supplies			
4. **Materials**	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. **Other Allocations** (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): ____________			
6. **Miscellaneous (Other)**	>	$	$
7. **TOTAL EXPENDITURES:**	>	$	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

The San Francisco Public Library has the financial capacity to operate the Ortega Branch Library. The Library is funded by a unique operational funding measure (the Library Preservation Fund) that was passed by the voters in 1995. The Library receives a dedicated share of property tax ($.025 of every $100 in assessed valuation) and a formula-driven share of the City's General fund (about 2% annually) that uses the 1992/93 fiscal year as a baseline. This funding measure has a 15-year term and will conclude in 2010. The measure, which is a mandated set-aside of existing revenues for library purposes, will be introduced for voter re-authorization in 2007 or 2008. San Franciscans love their library system and it is highly likely that the reauthorization will pass. The Library Preservation Fund has increased by at least 6% annually from 1998/99 through 2001/02. In 2002/03, there was a decline in fund of less than 1% in a very difficult fiscal time. Slow but steady growth is anticipated for the San Francisco economy and the Library Preservation Fund.

The current Ortega Branch Library has a staff of 8.725 FTE (full-time equivalent), including 3.725 FTE librarians and 5 FTE clerical staff. The new branch is being designed with self-service features, such as express checkout equipment, reserve self-pick up areas and pre-sorting of returns directly into a staff area, so that the new facility can operate with the ninimal additional staffing. The first priority for additional staffing will be a full-time Library Clerical Assistant. This branch has one of the highest circulation levels in the system; and the circulation will increase significantly in the new building. The current staffing of 1.4 FTE Youth Services librarians will be able to support the joint-use agreements with the AP Giannini Middle and Sunset Elementary Schools. As other branches are renovated and made more efficient as a result of the Library's Branch Library Improvement Program, staff will be redistributed and deployed as strategically as possible based on neighborhood need and branch activity level.

Currently, $72,000 is spent annually for the materials collection of the Ingleside Branch. That budget will be supplemented by $25,000 for an opening day enhanced collection and will be increased by 18% to $85,000 annually when the new building is open. The current and proposed materials collection expenses are higher than most branches of a similar size due the extremely high circulation at Ortega. Maintenance of the facility will also critical. The building is being designed to be as sustainable as possible. San Francisco Public Library maintains its facilities by its own staff and with the assistance of the Department of Public Works. The Library has an electrician, painter, carpenter and 10 building engineers on staff as well as custodial and security staff.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	01/16/04
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	1946
3. Schematic Plans Completion	>	01/01/05
4. Design Development Plans Completion	>	04/01/05
5. Working Drawings (90%) Completion	>	01/01/06
6. Construction Documents Completion	>	02/01/06
7. Project Advertised for Bids	>	02/01/06
8. Start of Construction	>	05/01/06
9. Estimated Mid-Point of Construction	>	02/01/07
10. Completion of Construction	>	11/01/07
11. Opening of Library Building to the Public	>	12/01/07
12. Final Fiscal & Program Compliance Review Completed	>	12/01/08

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> ________________ Signature

> ________________ Date

> Willie L. Brown Jr. — Name (type)

> Mayor — Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> ________________ Signature

> ________________ Date

> Susan Hildreth — Name (type)

> City Librarian — Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

Wall of Library Heroes

November 14, 2003

Dear Commissioners:

After extensive public testimony, input from staff, Commissioners, long time library volunteers and reviews of library historical records, here is the latest version of the proposed *Wall of Library Heroes* project. We have tried to be responsive to all actionable comments and hope we have succeeded.

The text has been reduced by over 40% and eight major quotes and some minor ones have been added to highlight key activities, add visual interest and honor historical inscriptions from the old Main. This is a compromise effort that hopefully will accomplish our goals.

SMWM, the firm managing the graphics, fabrication of the plaques and installation, believes the length will work fine on the six 3'x3' glass plaques planned for the Larkin Street entry.

It is intended that our original longer version giving more details on names and history will be modified for the Library web site.

We have also made alterations in the opening commentary to reflect more clearly that our purpose is to highlight the unique relationship between the public and the public library. Many citizen champions changed the library for the better over the past 126 years, and this is their abbreviated story. We also salute staff.

This will be on the agenda for discussion on November 20 and action may come in December.

Steve Coulter
Commissioner

Attachment

(11/14/03 Version)

"...WE...BELIEVE THAT THE DISSEMINATION OF EDUCATION AMONG PEOPLE IS THE ONLY SAFEGUARD TO REPUBLICAN LIBERTY AND GOVERNMENT, AND BELIEVING THE ESTABLISHMENT OF PUBLIC LIBRARIES TO BE THE BEST AND CHEAPEST MEANS OF EDUCATING THE PEOPLE...WE DO MOST HEARTILY APPROVE...THE ESTABLISHMENT OF A FREE LIBRARY IN THIS CITY..."

---Excerpt from the citizen resolution that led to the creation of the San Francisco Public Library, 1877

Wall of Library Heroes

A Brief History of the Library

The history of the San Francisco Public Library is in many ways the story of citizen involvement. In creating this *Wall of Library Heroes*, we focus on both institutional milestones and the work of unpaid citizen volunteers whose vision and perseverance did so much to create and shape this institution.

We have selected items big and small, positive and negative, which we believe reflect the dynamic, complex history of the Library system. We also highlight the work of citizens and civic leaders who championed its cause. Future generations may want to add their own stories.

The Library Commission acknowledges that not every detail or every individual who did important work is listed here. We recognize and salute the talented staff members who enriched the Library system in countless ways over the past 126 years. Their accomplishments are part of the institutional milestones and the fine collections and programs enjoyed by the public every day. Various other programs honor individual staff achievement.

A more detailed version of this history is available via our electronic archives, *SFPL History*.

1877
A group of **San Francisco citizens** meet to urge the creation of a public library. They also recommend a special tax to fund it. The project is initiated by cable car inventor Andrew Hallidie and State Senator George H. Rogers.

1878
Governor William Irwin signs into law the Rogers Act, allowing any city to levy a property tax to raise Library funds and create a *Board of Library Trustees* to oversee it

1879
The first City Librarian, Albert Hart, is hired but begins work without pay. The first Board of Trustees includes **Andrew Hallidie** and ten other mostly self-made men including a carpenter, a social radical, two lawyers and six businessmen.

The Board of Supervisors votes to support the Library but fails to allocate sufficient funds. The Board also is unwilling to provide space in any publicly owned building.

On its own, **the Library opens** on gifts and credit, renting space in the theatre district on Bush Street. It is an immediate success with the public.

1880
Supervisors hold up allocation of funds in a struggle over patronage jobs. A judge orders the funds released. The Library budget is $48,000.

1885
Supervisors reduce Library revenues to $18,000 a year, eliminating the book budget.

1888
The Main Library moves to the Larkin Street wing of the new City Hall, on a site later known as Marshall Square and the eventual site of the current new Main Library.

The Public Library opens its **first three branches** in the Mission, North Beach and Potrero districts.

1892

Richmond Branch opens near Golden Gate Park.

1894
The Library annual report notes that the 38 employees of the Library each make about $48.95 per month, less than other city workers.

1896
James Duval Phelan, wealthy son of one of the original Gold Rush miners, is elected Mayor. He supports construction of a separate Main Library, a goal of the Library Trustees. He will become a major supporter and patron of the Library.

To help protect the Library from patronage politics, examinations are required for Library jobs.

1898
A new City Charter increases the tax assessment for the Library Fund, setting a minimum appropriation of $75,000. But it will take five years for the Library to actually receive that amount.

1898
Presidio Branch opens on Fillmore Street.

1901
Mayor Phelan donates money to build a branch south of Market Street. He also announces plans to build a new Main Library and several new branches. Phelan convinces the Andrew Carnegie Foundation to pledge $750,000.

The San Francisco Labor Council opposes the Carnegie donation arguing that the philanthropist was anti-labor. Supervisors disagree and vote to accept the offer although it will take years until the City is ready to use it.

Vita sine Literis, Mors Est
(Life Without Letters is Death)

---Lucius Seneca, Roman philosopher (c. 4 BC-65 AD)
San Francisco Public Library's first bookplate

1902
Businessman **Andrew J. McCreery** donates $45,000 for a branch in Eureka Valley.

1903
Voters approve a bond issue for a new Main Library, but bond problems and a fight over location doom the effort. The Carnegie offer remains in limbo.

Chicago architect Daniel Burnham, leader of the City Beautiful movement, begins to design a master plan for San Francisco, including a Civic Center with a new library building.

1906
Burnham presents his final plan for the city's redesign.

April 18, 1906. A major earthquake destroys City Hall in seconds. A fire destroys the book collection at the Main Library inside. An eyewitness said after inspecting the damage---

> ***"there was only a thin white ash where a hundred and sixty thousand books had been."***

The Phelan (south of Market) and North Beach branches are destroyed. Fifteen thousand items are out on loan at the time; 1,500 eventually come back, the last, a group of periodicals from the 1850s, in 1996.

1907
A temporary Main Library is built at Hayes and Franklin streets.

1909
The City begins to raise funds and consider plans for a new Civic Center.

A new Park Branch opens near the Panhandle.

1910
Supervisors put a charter amendment on the ballot to change the Library *Board of Trustees* from a self-perpetuating to an elected board. Voters turn it down. Angry, the Board of Supervisors cuts the Library budget.

1911
Music teacher **Julius Rehn Weber** arranges for the purchase of the 10,000-item music library from the Schirmer Music Library in Boston. Over the next decade he helps the Library develop the collection to become one of the best in the country.

1912
A ballot measure approves bond money for a new City Hall and Civic Center.

The Library asks the **Carnegie Foundation** to fulfill its 1901 funding pledge. Former Mayor and Library Trustee **Edward Robeson Taylor** opposes use of the Carnegie money and is backed by the Labor Council. Library Trustees and Supervisors vote overwhelmingly to accept the funds. Opponents put the question on the ballot but voters approve the Carnegie funds.

1914
The new Richmond Branch opens with funds from Carnegie.

The temporary Main Library reaches capacity.

A contest is held for the design of the new Main Library. Architect **George W. Kelham**, who designed the Palace Hotel and is chief architect for the Panama-Pacific Exposition, is selected. It will be built in a formal Beaux Arts style.

Another architect who did not win the contest sues, charging that the design is similar to the design of the Detroit Public Library. But the case is dismissed.

1915

Ground is broken for the new Main Library. Mayor James "Sunny Jim" Rolph and other officials take part in the ceremony.

1916

The cornerstone for the Main Library is laid, ten years after the devastating earthquake of 1906.

Noe Valley Branch opens with funds from the Carnegie Foundation.

1917

By horse and wagon, books are moved into the new Main Library.

February 15, 1917. The Main Library opens. Five hundred people take part in the ceremony, including former Mayor Edward Taylor and Mayor Rolph. The building cost is $1.153 million. Library Trustee and Board of Education President Joseph O'Connor refers to the building as *"this magnificent chaste temple of learning."*

> **"MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND."**
>
> **----Carved in stone, old Main Library, 1917**

1918

Sunset and Golden Gate Valley branches open with funds from the Carnegie Foundation.

1920

The Main Library begins to acquire **rare books**, at the instigation of Library Trustee William Young. The Library also starts collecting works from San Francisco's fine printers and binders who are gaining international stature.

1921

The Library budget is $185,000 a year. Librarians are each paid $85 to $95 a month, less than other City employees.

Carnegie Foundation funds build two new buildings: North Beach Branch on Powell Street and Presidio Branch on Sacramento Street

A new Eureka Valley Branch opens, replacing the McCreery Branch that was damaged in the 1906 earthquake.

1925
Excelsior and Ingleside branches open.

1926
A report by the San Francisco Center indicates that Library children's services are under-funded and that the Library *"does not appreciate the value of assistants who are graduates of library schools."*

1927
Glen Park and Bayview branches open.

The Library names the rare book and fine printing collection as a memorial to **Max J. Kuhl**, a rare book collector and the attorney for the Panama-Pacific Exhibition of 1915. Several rare book enthusiasts help build the collection.

1928
Portola and Ocean View branches open.

Library Trustees President James Phelan commissions an outside study of the Library. The report states that the collection is excellent considering its near destruction in the 1906 earthquake and fire, but the Library is under-funded, and staff is largely untrained and seriously underpaid.

1929
With the Great Depression, Library funding declines but the number of people using the Library skyrockets.

The Business Branch opens in the financial district.

1931
A new City Charter turns the Library Board of Trustees into a Commission appointed by the Mayor.

1932
Anza Branch opens.

1933
As poor economic times continue, Mayor Angelo Rossi appoints a Citizens Advisory Committee that recommends major cuts in the Library budget. The book budget is cut significantly.

1935
Visitacion Valley Branch opens.

1936
Parkside, West Portal and Bernal branches open, all in rental sites.

1939
West Portal Branch opens in a permanent facility.

1940
Library staff, almost entirely women, campaigns successfully for civil service protection.

A new Bernal Branch opens in a city owned site.

Local businessman **Alfred Furhman** dies and bequeaths a portion of his estate to the Library for the purchase of books on economics and politics. The gift provides thousands of books and other materials through 2003.

1943
The Main Library reaches capacity.

The City seeks federal Works Progress Administration funds to build an addition to the Main Library but is unsuccessful.

Mayor Roger Lapham seeks federal funds for construction of ten branches but is turned down.

1945
Commission Secretary Laurence J. Clarke is appointed City Librarian and begins to make plans for a bond issue for an addition to the Main and hopes to expand other services.

1947
The **Schmulowitz Wit and Humor Collection** is created. On April Fools Day, Library Commissioner Nat Schmulowitz donates his collection on wit and humor to the Library and gives an endowment. The collection eventually grows to become one of the largest of its kind in the world and is named in his honor.

1948
A bond issue for 18 new branches and an addition to the Main Library, championed by City Librarian Clarke, fails by 12,000 votes. It will be 40 years before there is another vote.

1949
Citizens concerned about the future of the Library meet to form the first, short-lived *Friends of the San Francisco Public Library*. Nat Schmulowitz presides; Dr. Charles Albert Schumate is elected President. **Mary Louise Stong** is one of the participants and will champion the Library cause for the next half century.

"OUR FREE PUBLIC LIBRARY IS THE

ONE INSTITUTION THAT SERVES ALL REGARDLESS OF WHO YOU ARE OR WHAT YOU DO."

---Mary Louise Stong, friend of the Library (1920- 2002)

1951
The new Parkside and Potrero branches open replacing rented facilities.

1953
Voters turn down a limited bond issue to reorganize the Main Library and make it more efficient.

1954
Marina Branch opens.

1956
Ortega Branch opens, the western most public library in the contiguous U.S.

1957
Anna Waden, a health department employee of modest means, leaves money in her will to construct a new branch in Bayview/Hunters Point.

The *Chronicle* runs a series of critical articles on the Library by reporter Hale Champion. One headline asks, *"Where are the books?"* while another article states *"Public Library a Disgrace to San Francisco.*"

1958
The Library Commission retains Emerson Greenaway, President of the American Library Association, to survey San Francisco's Library and make recommendations. His report urges additional city funding, the hiring of trained staff and eventually a new Main Library.

Merced Branch opens.

1959
Mayor George Christopher appoints a ***'Committee of 50'*** prominent citizens to examine the decline of the Library system, particularly the Main Library. **Marjorie Stern** is one of the members.

A grand jury report says the Main Library is gloomy, soiled and odoriferous, a kind of skid row hostel for the homeless, a building that is out of date. Only 1500 books were checked out in 1959 vs. 12,000 a year previously.

The new North Beach Branch opens. The old North Beach Branch, a Carnegie building on Powell Street, is renamed Chinatown Branch.

1960
San Franciscans for a Better Library, a citizens group, is formed.

1961
Prominent residents meet to form another Library support group, the *San Francisco Library League*.

The Committee of 50, San Franciscans for a Better Library and the *San Francisco Library League* join forces under a new name: ***Friends of the San Francisco Public Library.***
(For leadership, see Box 1, *Friends of the San Francisco Public Library*).

City Librarian William Holman makes a master's degree in library science a requirement for new librarians.

1962
A new Eureka Valley Branch opens.

1963
Calligrapher **Richard Harrison** donates his collection to the Library.

1964
The *Friends* organization holds its first **annual book sale** of material donated to the Library. It is chaired by Hilde Kolb and raises $4,000 to purchase rare materials for the Library. Over the years, this sale becomes the biggest in the western United States. (For leadership, see Box 1, *Friends Book Sale*).

The Main Library establishes a collection of material on local history.

> **"IN BOOKS LIES THE SOVL OF THE WHOLE PAST TIME; THE ARTCVLATED AVDIBLE VOICE OF THE PAST."**
>
> **---Carved in stone, old Main Library, 1917**

1965
The *Friends* lobby the City for more funds and the book budget gets a significant increase.

The Library receives the private collection of Robert Grabhorn on the *History of Printing and the Development of the Book*, half of it a gift from the *Friends*.

1966
Margaret 'Mig' Mayer becomes the first Executive Director of the Friends of the Library. She will work behind the scenes for twenty-five years supporting improved library services.

The Library orders its first Japanese language materials for both the Main and Western Addition Branch. Over the next 25 years, the Library will collect materials in over **40 languages**.

Western Addition Branch opens.

The State Librarian designates San Francisco Public Library as the hub of the Bay Area Reverence Center (BARC), one of three regional reference groups.

1967
William R. Holman resigns as City Librarian saying he is proud of the Rare Books and Special Collections Department he helped create but tired of internal conflicts. The *Examiner* says he inherited *"one of the most infamous cultural fossils in the country"* and moved it in the direction of becoming a modern library.

The Library develops its first African American collections for Bayview, Western Addition, Ocean View and Ingleside branches.

1968
Marjorie Stern is appointed to the Library Commission where she will serve until 1989.

A new Excelsior Branch is dedicated with leadership from Library Commissioner Walter Jebe.

1969
San Francisco librarians organize a union, the ***Librarians Guild***, which later becomes an affiliate of SEIU, Local 790. A separate existing organization, the *Library Employees Association Fund,* continues through the early 1990s.

The new Anna E. Waden Branch opens in Bayview, named after its benefactor.

1971
The *Friends* donate the first bookmobile to serve older adults.

1972
Friends members form a new organization to lobby the state and city for more funding---***Keep Libraries Alive!*** Leaders include **Sally Brunn**, Grace Macduff Parker, Billie Pearl-Schuler, Mary Louise Stong and Marjorie Stern.

1974
A **pivotal fight** develops over a site Library supporters hoped to use for a new Main Library. Mayor Alioto announces that he is backing Marshall Square as site of a new Symphony Hall in part because he does not think the Library can raise private donations. Library Commission President **Ed Callanan** disagrees and Library supporters campaign against the move. With the help of Supervisors Ron Pelosi and Bob Mendelsohn and assistance from attorney William Coblentz, a parking lot is released by the Board of Education for the Symphony Hall site and the Library gets Marshall Square.

The Library pioneers the establishment of services for the hearing and sight impaired using video and audiotapes.

1975
City Librarian Kevin Starr requests an increase in the budget and, in the Spirit of 1776, marches the document over to City Hall followed by a Fife and Drum Corps dressed as Minutemen. The Library gets a six percent increase.

1976
The Library's first automation system is installed.

1978
Passage of ***Proposition 13***, rolling back property taxes, seriously impacts the City's ability to fund the Library and other public agencies.

The Eureka Valley Branch is renamed as a memorial to slain Supervisor **Harvey Milk**, a long time Library supporter and member of the *Friends*.

City Guides, offering free neighborhood history tours, is started by Judith Lynch in the Main Library's San Francisco History Room.

1980
City Librarian John Frantz threatens closure of ten neighborhood branches and the Business Branch if a proposed 20 percent budget cut is enacted. The *Keep Libraries Alive!* group demonstrates at City Hall. The *Friends* pay the rent for the Business Branch.

The *Friends* assume responsibility for continuing the City Guides program.

1981
A budget compromise keeps all branches open.

The Library pioneers in the selection of children's books celebrating diverse cultures and devoid of social stereotypes.

1982
"Save our neighborhood branch libraries" becomes a rallying cry. A report by Columbia University library expert Lowell Martin recommends consolidation of branches to save money and improve service quality. The report catalyzes the opposite effect, increasing public support for the branches.
(See electronic archive, *SFPL History,* for branch activist leadership)

The *Friends* open *Book Bay* at Fort Mason to sell donated books and materials. The money helps fund Library projects the City could otherwise not afford.

The *Friends* and City Arts & Lectures, led by Sydney Goldstein, launch a literary lecture series that proves popular with the reading public.

Mary Louise Stong is appointed to the Library Commission, where she will serve for the next six years.

1983

Project Read, a program teaching adults how to read, is launched by the *Friends.* Olive "Babs" Waugh is its first director. Later, the Library will take over operation of the program.

> **"HANDLE A BOOK AS A BEE DOES A FLOWER: EXTRACT ITS SWEETS BVT DO NOT INJVRE IT."**
>
> **---Charles Caleb Colton, English writer (1780-1832)**
> **Carved in stone, old Main Library, 1917**

1985

Attorney James W. Haas, a member of the *Friends* board, convinces the group to support a masterplan for the entire Civic Center. He writes Mayor **Dianne Feinstein** suggesting a new Main Library on Marshall Square while moving a museum into the old Main building.

Mayor Feinstein meets with City Librarian Frantz and commissioners Callanan, Stern and Stong. The mayor is skeptical of the Library's ability to raise significant private funds needed for a new building but listens to their arguments.

Mayor Feinstein asks for a ten percent budget cut from the Library and other agencies to address a budget shortfall.

1986

Mayor Feinstein asks Deputy City Mayor Peter Henschel to form a task force to develop a Civic Center masterplan.

A report by consultants Becker and Hayes/Omni-Group criticizes the Main and calls for building a new Library next door on Marshall Square.

Hundreds meet at the Main Library on the 25th anniversary of the Friends of San Francisco Public Library. New York City Librarian Vartan Gregorian speaks eloquently about the need for a new Main Library.

1987

The Fire Marshal closes the stacks of the Main Library until 100,000 books are removed, calling it a fire hazard.

The *Friends* start organizing a political campaign, anticipating a bond issue for the new Main Library. (For leadership, see Box 1, *Main Bond Campaign, 1988*).

Deputy Mayor Henschel asks **Asian Art Museum** chair Judy Wilbur if the museum would be interested in leaving Golden Gate Park and taking over the old Main Library building. The idea is controversial. Her board expresses interest but no commitment is made.

Ken Dowlin, one of the nation's leading advocates for the high tech library of the future, is hired as the new City Librarian. *San Francisco Examiner* columnist Bill Mandel suggests it will take *"the Clint Eastwood of librarians"* to succeed given all the politics and challenges.

A second study by Becker and Hayes/Omni-Group underscores the viability of Marshall Square for a new Library. Yet another study, this one by consultant Skidmore Owings & Merrill, recommends that the current Main Library be used as a museum.

Mayoral candidate **Art Agnos** advocates construction of a new Main Library, saying, ***"We've had enough studies and task forces. Let's act."*** He is elected in December.

In the final weeks of her term, Mayor Feinstein sends the Board of Supervisors a series of recommendations for Civic Center, including building a new **Library on Marshall Square** and turning the old Library into a museum. Supporters of the Library are thrilled but some worry quietly that the amount is less than what studies indicate is needed for the building.

Marjorie Stern begins discussions with various business and community leaders about forming a ***Library Foundation*** to raise millions of dollars for the new Main. Many are very skeptical about the success of such an effort.
(For leadership, see Box 5, *Library Foundation & Main Campaign*).

1988

The New Main gets **on the ballot.** Mayor Agnos and the Board of Supervisors approve Proposition A for the November ballot, authorizing funds to build the new Main Library and to start branch renovations. They also approve Proposition N allowing the Asian Art Museum to take control of the old Main Library.

Seventy-six percent of voters approve the bond for a new Main Library.
(For leadership, see Box 1, *1988 Main Bond Campaign*).

The Asian Art Museum agrees to make the old Main Library its new home.

Marjorie Stern leaves the Library Commission and is named *Honorary Commissioner for Life* by Mayor Agnos.

Budget problems force Mayor Agnos to propose cuts for various departments. A major political fight erupts over possible closure of several neighborhood branch libraries. Eventually only the Business Branch is closed.

Mel and **Charlotte Swig**, major civic and philanthropic leaders, are approached about chairing the fundraising campaign for the new Main Library. They agree if an experienced foundation executive such as Martin Paley takes the Executive Director role. Paley agrees. (See electronic archive, *SFPL History*)

1989

A committee of 25 community leaders interviews various architects for the new Main and recommend two firms working in association. The City approves the recommendation and hires Simon Martin-Vegue Winkelstein Moris of San Francisco, and Pei Cobb Freed & Partners of New York City. (For leadership, see Box 1, *Designing & Building the New Main*).

Mig Mayer retires as Executive Director of the Friends of the San Francisco Public Library.

The **Loma Prieta earthquake** severely damages the old Main. The seven level book stacks with glass floors twist as the earth moves shearing some glass into long thick shards and dumping hundreds of thousands of books on the floor. The Library is closed. City building officials say staff cannot be ordered into such an unsafe space. **Ignoring the danger**, staff members volunteer to retrieve the books and, working with community volunteers, move the books to temporary storage space in an empty building in the Presidio. Repairs take several months.

When the Main re-opens, hundreds of people gather for a celebration.

In support of freedom of speech, the Library hosts *"I am Salman Rushdie"* Day at the Main Library.

The Library forms the ***Council of Neighborhood Libraries***, giving activists a forum to voice their opinions about library policies. The group also takes an independent leadership role in fighting branch closures. (See electronic archives, *SFPL History*)

Another difficult budget year forces the Library to cut services, including updating the out-of-date and labor-intensive card catalog.

1990
Sheet music collector **Dorothy Starr** dies, leaving a vast collection of 500,000 pieces of published music. The *Friends* purchase the collection from her estate for the Art & Music Department of the Library.

Design work for the new Main Library is underway. Because the Board of Supervisors had earlier reduced the bond size $15.5 million, City officials eliminate one entire floor from the plan to stay within budget.

A public meeting is held at the Library for the Blind at the Presidio Branch to decide whether to relocate to the new Main Library. After vigorous debate, community leader Rose Resnick makes an impassioned speech to move to Civic Center. The group votes overwhelmingly to move.

1991
The Library Foundation begins public efforts to raise money for the new Main Library and the Chinatown Branch expansion. It is called the ***Main Campaign***.

A fundraising study by Charlie Howland suggests the Foundation will be unable to raise even $20 million because California is in a recession and the Library has no existing donor base. Nevertheless, Mel Swig feels the Library needs more and increases the goal to $25 million, with an additional $5 million to start an endowment.

Over the next three years the *Main Campaign* **astounds the skeptics** and raises $36 million under the leadership of the Swigs and many volunteers.
(For leadership, see Box 3, *Library Foundation & Main Campaign*).

Chronicle columnist Herb Caen proclaims that the new Library will henceforth be known as the ***New Main***. Eventually the *New Main* periodical reading room will be named in his honor.

The Library Commission adopts a *Five Year Strategic Plan* outlining new services for traditionally underserved communities, organizing around collections where there is broad public interest, getting current Library resources and treasures into wider use and developing more dependable sources of revenue.

Commission President Steve Coulter advocates creating a gay and lesbian historical archive, the first in a public library in the U.S. At a press conference, Mayor Agnos, Coulter and others announce its creation. Author Randy Shilts warns the crowd:

> ***"We're losing far too many people to the AIDS epidemic— it's essential we not lose our history, too."***

Gay and lesbian leaders work to define and shape the archive. Initial committee members include women's publisher Sherry Thomas, civic leaders Alvin H. Baum, Jr., Coulter, Chuck Forester, Gary Gielow, Marya Grams, James C. Hormel, Dorrwin Buck Jones, and Robert W. Sass.
(See Box 3 *Gay & Lesbian Group* and the electronic archive, *SFPL History*).

Library Foundation Executive Director Martin Paley, facing a skeptical donor community, believes the Library is **the most democratic of public institutions** and this can help the campaign succeed. Paley asks communities often ignored by major civic campaigns to take a leadership role. The communities respond generously. The *Main Campaign* becomes one of the most successful fundraisers in American library history.

This effort to recruit all segments of the community in the fundraising and organizing around collections and services becomes known as the ***Affinity Group campaign***. Around the country, other libraries and civic efforts adopt a similar model.
(See Box 3, *Affinity Group Campaign* and our electronic archive *SFPL History*).

The City's busiest branch, Chinatown, is scheduled to be upgraded and doubled in size. A fundraising campaign, linked to the Chinese American Center in the

Main Campaign, is organized. Community leader Rosalyn Koo plays a key role for both the renovations and fundraising.
(See Box 3, *Friends of the Chinatown Branch*).

The Main Library opens the *"Prides & Joys"* exhibit of rare books and fine print volumes in the collection. It is organized by printer Andrew Hoyem, Marjorie Stern and other book collectors and rare book enthusiasts.

Library activist Sally Brunn dies and the Library Commission re-names the Noe Valley branch in her honor in 1992.

Labor unions help the Main building effort. The Building and Construction Trades Council led by Stan Smith agrees to tear down the old USO building on Marshall Square as a gift to the Library. During World War II, the same union built the USO as a gift to American soldiers.

The Library acquires several important gay and lesbian collections, including the largest private pulp fiction collection in the U.S. and the papers of the late Supervisor Harvey Milk and Mattachine Society founder Harry Hay.
(See electronic archives, *SFPL History*).

1992
Ground is broken for the New Main Library on Marshall Square. Hundreds attend the ceremony.

The Library excavation uncovers part of the old jail and other rubble from City Hall when it collapsed in the 1906 earthquake. Also found are some hand bones and a wedding band, perhaps the last remains of the Yerba Buena Cemetery that once held more than 5,000 bodies and was removed in 1870.

The Library is again facing budget cuts and the economy is in a recession. The *Keep Libraries Alive!* committee campaigns for more Library funding.

1993
Civic leader, philanthropist and co-chair of the Main Campaign, Mel Swig dies after a long illness. An endowment is created in his name.

Another difficult budget year forces the Library to trim its book budget and hours.

A major political fight erupts when the Library proposes moving the Victorian era ***Pioneer Monument*** that sits at Hyde and Grove streets. It originally stood before the old City Hall that was demolished by the 1906 earthquake. The Library Foundation pays to move the 800-ton monument to a site between the old Library and the new Main.

1994
More proposed budget cuts mean dramatically reducing hours at some branches, further reductions in the book budget and fewer staff.

Mayor Frank Jordan fires six of seven Library Commissioners in a budget dispute.

The Friends of the Library under the leadership of President **Diane Filippi** launch a ballot initiative for the Library to receive a minimal level of funding for books, materials and service hours to stop the boom and bust cycle of Library funding. When funds for the campaign run low, Mary Louise Stong loans the campaign money to continue the fight. **Proposition E** passes with over 70% of the vote. (For leadership, see Box 1, *Prop E Campaign*).

The Library establishes Internet access and its initial Web site. It includes an online Community Services Directory of all San Francisco government agencies, community, neighborhood, health, human service and business groups.

1995
Because of Prop E funds, the book and materials budget triples in size and system open hours increase 46%. The Main Library begins its first serious inventory in decades. Branch libraries receive thousands of new books and staff begins weeding collections to make room for new materials.

The **old Main Library closes** to the public at the end of the year. For the sixth time in its history, staff prepares to move the enormous Main collection, sorting through nearly a century's worth of accumulated materials. By hand and truck the collection is moved, this time just across the street.

As librarians pull damaged, outdated or duplicate materials from the Main collection, a controversy erupts, foreshadowing rough times ahead. Critics allege that the Library is disposing of large numbers of books rather than move them to the new building. The Library administration defends the professional standards and judgment of staff.

1996
Mayor Willie L. Brown, Jr. appoints a new Library Commission, replacing six of seven members.

Weldon Owen publishes ***A Free Library in this City,*** a history of the San Francisco Public Library by Peter Booth Wiley. The publisher donates the book as a gift to the Library commemorating the years of struggle to build the New Main.

In tents outside the New Main a special Family Day event draws 12,000 parents and children. Local celebrities, including actor Robin Williams, read their favorite children's stories.

Construction of the **New Main is complete.** It is one of the first major public buildings in the U.S. to incorporate many *green building* features. It is also the first building in San Francisco to have talking signs to assist sight-impaired patrons.

Several major **pieces of art** are incorporated into the building, including part of an old card catalog, a surreal spiral staircase, an electronic wall of authors, a standing mural on Latin American writers and a domed ceiling celebrating gays and lesbians through history. (See electronic archive, *SFPL History*).

April 18, 1996. The new Main Library opens to the public. It is ninety years to the day since the great earthquake destroyed the old City Hall and the Main Library inside. Thousands crowd Fulton Street and take part in the opening ceremonies. (See electronic archives, *SFPL History*).

Fourteen thousand people come through the building on its first day. A million visit the building in just over three months. Staff is overwhelmed but works hard to meet the demand.

A **public debate over the New Main** erupts, often lively and sometimes shrill, and rages for months. For an institution long starved for funding and civic attention, there is suddenly more of everything: books, materials, money, media attention, crowds, technology, including a new online computer system to replace the old card catalog, and a major new seven level library in Civic Center. San Franciscans prove to be passionate about tradition and change. (See Box 2, *New Main Controversy*).

For the first year, Main circulation is up 71%, adult programming increases 705% and children's programming increases 224%. By the end of 1996, attendance levels out at 5,500 a day, seven days a week.

The *Brooks Walker Patent & Trademark Center* becomes one of five California sites designated as a federal patent depository library. It includes complete patents from 1790 to the present.

The *Daniel E. Koshland San Francisco History Center* contains more than 250,000 photographs dating from 1850. City records and photographs provide detail on thousands of homes and buildings.

A survey by the City Controller on what the public thinks of various government agencies lists the S.F. Public Library as the most respected institution and librarians as the most popular workers.

A new budget controversy develops. City Librarian Ken Dowlin, saying he is tired of the constant fighting and feeling that he has met many of his goals, resigns. Kathy Page, Chief of the Main, steps in as temporary City Librarian.

1997

The *Library Foundation* begins an annual ***Library Laureates*** dinner in the New Main, honoring leading authors from Northern California. Author Amy Tan and U.S. Poet Laureate Robert Hass are co-chairs of the inaugural event.

The *Wallace Stegner Environmental Center* holds a series of public debates on environmental issues, underwritten by the Richard & Rhoda Goldman Fund. Actor Robert Redford attends a press conference announcing the program.

Library computers prove so popular with the public that time limits are imposed at peak hours.

Regina Minudri, past President of the American Library Association, is named City Librarian, the first woman to hold the post on a permanent basis.

Brave Little Girls exhibit opens, depicting young women heroines in children's literature. The New Main begins staging a dozen **major exhibits** a year in its new exhibition spaces as well as many smaller ones on specific collections.

The Friends of the Library and the Library Foundation merge into one organization. (See electronic archive, *SFPL History*)

The American Institute of Architects and the American Library Association present the New Main the *Award of Excellence for Library Architecture*.

1998
Through My Father's Eyes: Pioneers of the San Francisco Filipino Community exhibit opens at the New Main. It eventually becomes part of a permanent Smithsonian Institute traveling exhibit.

"City of Angels," a movie about angels who live in libraries and look after people, films various sequences in the New Main. It stars Nicolas Cage and Meg Ryan.

1999
Email reference service begins. Mission Branch is renovated.

2000
City Librarian Minudri steps down for health reasons and Deputy City Librarian Susan Hildreth becomes Acting Director and later permanent City Librarian.

Proposition A, a $106 million bond to build five new branches, upgrade 19 others for earthquake safety, electrical code upgrades, and access for people with disabilities is placed on the ballot after lobbying by the Friends & Foundation, although city officials reduce the requested amount by $10 million. The ballot measure passes with 74% of the vote.

The new **Ocean View Branch** opens, replacing a rented facility. It includes a computer-training center, a high priority for the neighborhood.

2001
Nearly **five million people** visit the San Francisco Public Library system in fiscal year 2000-01, checking out 6.3 million items. Millions more use library reference material or online services. Over 182,000 children attend special programs.

2002
Mary Louise Stong, a champion of public libraries for over a half-century, dies.

The Friends & Foundation, under new Executive Director Martin Gomez and Board Chair Deborah Doyle, begin work on **$16 million neighborhood library**

campaign to supplement the Prop A branch renovation bond because new furniture, fixtures and other needs are not covered by the bond.

The Library Commission approves a new branch in **Mission Bay**. When it opens it will bring to 27 the number of neighborhood branches.

2003
The new Asian Art Museum opens in the old Main Library.

The Library purchases property for **five new City-owned branch libraries**, replacing rented facilities. Over the next decade, new branches will be constructed in Mission Bay, Glen Park, Visitacion Valley, Portola and Ingleside and 19 existing branches will be upgraded. Design work for an expanded Richmond Branch is approved.

The Library Commission approves creation of this *Wall of Library Heroes* to capture the history of the Library system and honor the many community leaders who fought for the values of a great public library. Their stories are a legacy that will inspire others.

We acknowledge Peter Booth Wiley and his book A Free Library In This City as a key source of material used in this history. We are grateful for his help.

This project was made possible by a grant from the Friends & Foundation of the San Francisco Public Library, 2003

"THE TRVE VNIVERSITY OF THESE DAYS IS A COLLECTION OF BOOKS."

---Thomas Carlyle (1795-1881)
Carved in stone, old Main Library, 1917

Box 1 *(Special Sidebar/Boxed area)*

Friends of the San Francisco Public Library, 1961-62

Founding members of the Friends of the San Francisco Public Library include:
President: Alan K. Browne. *Vice Presidents*: General Edwin L. Johnson, David Magee, Jack Pollatsek and Marjorie Stern. *Treasurer:* William Mackey.
Secretary: Mary Louise Stong
Board Members: John Bransten, Mortimer and Janet Fleishhacker, Jr., Mr. and Mrs. R. Gwin Follis, Dr. and Mrs. Frank Gerbode, Mr. and Mrs. Walter Haas, Lucille Mohr, Judith Pollatsek, Mr. and Mrs. Albert Schwabacher Jr., Mrs. Nion Tucker, George and Sally Williams, Mrs. Dean Witter, and Mr. and Mrs. J.D. Zellerbach.

Over the next year, the *Friends* board membership grows to include: Mildred Bell, Mrs. Donald Biggs, William Brinton, Mrs. Francis Carroll, William Coblentz, Hunt Conrad, Mrs. Richard Dakin, Mrs. Ralph Doscher, Robert Drewes, Dr. Frank Fenton, E.H. Gauer, Carlton B. Goodlett, M.D., George Johns, Gustav Knecht, Jr., Lewis Langfeld, Mrs. Robert MacDuff, Mrs. Alfred McLaughlin, Robert Marcus, William Monihan, Eugene M. Price, Alvin Rockwell and Nat Schmulowitz.

Friends Book Sale, 1964

Leadership for the first book sale includes Hugh Cook, Ann Grace, Hilde Kolb, Erma Kuta, Joan Leaf, Elaine Mundy, Richard Reinhardt, Ken Train and Helen Louise Weinstein.

Main Bond Campaign, 1988

The *Friends* start organizing for the anticipated Library bond in 1987. Marilyn Smulyan is hired to build grassroots support. Volunteers are recruited to build public support, including community leaders Aileen Hernandez and Joanne Foo, attorney Fred Rodriguez and labor leader Steve Neuberger of SEIU Local 790.

Once approved for the ballot, a formal bond campaign is formed. Sherry Agnos, wife of the new Mayor, and School Superintendent Ramon Cortines are honorary co-chairs. Marilyn Smulyan runs the campaign with leadership from political consultant Dick Pabich, attorney James W. Haas, Caryl Mezey, Jack Berman and help from a Franciscan brother and Tenderloin neighborhood activist, Kelly Cullen. Hundreds of others assist the campaign effort.

Designing & Building the New Main

James Ingo Freed and **Cathy Simon** lead the design team with Project Manager Anthony Bernheim. Other members in leadership roles include City Librarian Ken Dowlin, Library Project Director Kathy Page and Library Commission President Steve Coulter.

San Francisco's Chief Administrative Officer **Rudy Nothenberg** leads the building efforts for the City with the help of project managers Russ Abel and Jim Cheng.

Prop E Campaign for Library Funding, 1994

The Friends of the Library launch a successful initiative to help stabilize Library funding and face significant opposition in their campaign. Leadership includes Friends President Diane Filippi, Mary Louise Stong, Carol Steiman, Dale Carlson, City Librarian Ken Dowlin, campaign managers John Whitehurst and Robert Barnes, David Spero, pollster David Binder, and others.

(End of Box 1)

Box 2 *(Special Sidebar/boxed area)*

The New Main Controversy

In 1996, the dramatic differences between the old and New Main libraries thrill many but startle others. San Francisco becomes the focus of a national debate on books, technology and the role of libraries in the 21st Century.

Supporters say the New Main succeeded against the odds and is an inspiring civic presence with collections better reflecting the populations it serves. Critics say the building is too modern, has too many computers and does not have enough space for books. The media covers the debate.

□ *"It will grow on us,"* writes the U.S. Poet Laureate in the *Chronicle* about the outside of the building, adding that *"inside...is a marvel, so deeply delicious you forget your previous ideas of what a library is."* □ *"An ugly modern shopping mall"* fumes a critic of the building in a newspaper article. □ A *"Mall for the Mind"* writes *Newsweek.* □ *"A Wonderment to Discover"* for people with disabilities writes the *World Institute on Disabilities.* □ *"The curves and twists of stairs around the rotunda are enough to make a person dizzy,"* rages one letter in the *Examiner.* □ *"A dynamic, light-filled space as inviting as it is joyous"* writes *Art in America.* □ *"A Trojan horse concealing an invasion force of private interests," writes a critic.* □ *"Room for Imagination in a Temple of Reason"* headlines the *New York Times* architectural review.

The Mayor calls for a neutral third party audit to study some of the issues and cool tempers. An *Examiner* editorial gives this advice to all sides in this sometime shrill debate: ***"Shush!"***

(End of Box 2)

Box 3 *(Special Sidebar/Boxed area)*

Library Foundation & the Main Campaign, 1987-96

The initial founding members of the Foundation include: Ben Dial, James Edgar (Board President), Leslie Luttgens, Michael Mellor, Caryl and Peter Mezey, Ellen Newman, Martin Paley, Marjorie Stern (Board Founding Chair), Olive Waugh and Ann Witter. As work begins, membership expands to include: Mayor Art Agnos, Dale Carlson, Hector Chinchilla, Renee and Arthur Coleman, Steve Coulter, Carlota del Portillo, Ken Dowlin, Chuck Forester, Michael Garland, Ellen Huppert and Tatwina Lee.

Campaign co-chairs: Mel and Charlotte Swig
Honorary co-chairs: civic leader Ann G. Getty and
former HEW Secretary and Common Cause founder John W. Gardner.

Executive Director: Martin Paley

"THE *'HOUSE OF THE BOOK,'* AS THOMAS JEFFERSON CALLED THE LIBRARY, SHOULD BE WORTHY OF ITS MISSION...IT SHOULD REFLECT THE PRIDE, THE CULTURE, AND THE VALUES OF THE DIVERSE COMMUNITIES IT SERVES."

---*Main Campaign* brochure, 1991

Affinity Group Campaign, 1991-94

Numerous community leaders stepped forward to take part and lead the effort to develop and help fund special collections of significant community interest. Donor plaques are located inside the Library. Chairs of the Affinity campaigns are listed below. A full listing of committee members is available through the Library's electronic resource, *SFPL History*.

African American Group

Co-chairs: Dr. Arthur Coleman and Renee Dorsey Coleman

Children's Group

Honorary Co-Chairs: Doris Fisher and Charlotte Mailliard Swig
The *Children's Center* is named in honor of the Don and Doris Fisher family, philanthropists and civic leaders.

Chinese American Group

Honorary Co-Chairs: Virginia C. Gee and Tom Hsieh
Co-Chairs: Tatwina Chinn Lee and Rosalyn Koo

Friends of the Chinatown Branch

Co-Chairs: Thomas Ng and Reverend Harry Chuck
Vice Chairs: Helen Chin and Rosalyn Koo.

Environmental Group

Co-Chairs: Larry Blake and Jerry Tone
The *Center* is named in honor of the late Wallace Stegner, a California author and Pulitzer Prize winner.

Filipino American Group

Chair: Tony Gualberto.

Gay & Lesbian Group

Co-Chairs: Diane Benjamin, Chuck Forester and Alvin H. Baum, Jr.

The *Center* is named in honor of James C. Hormel, a philanthropist, civic leader and, a few years later, the first openly gay man in U.S. history to be appointed as a U.S. Ambassador.

Latino/Hispanic Group

Co-Chairs: Carlota del Portillo and Fred A. Rodriguez

The Latino/Hispanic group asks that a community meeting room, a place to bring people together, be named for their community.

(End of Box 3)

□□□

DRAFT

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, November 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, November 20, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07pm.

The following members were noted present: Commissioners Bautista, Coulter, Steiman, and Streets. Commissioner Chin's arrival was expected. Commissioner Higueras and Strobin were excused.
Commissioner Chin joined the meeting at 4:22PM

Vice President Steiman announced that as the Commission was expected to lose its quorum after 5pm she was reordering the agenda items so that as much business as possible could be completed during the time available could be addressed. Vice President Steiman additionally noted that given the limited time available for this meeting that public comment would be limited to 2minutes on each item taken up.

AGENDA ITEM #2 PUBLIC COMMENT(TAKEN UP 1ST)

Public comment on AGENDA ITEM #2 PUBLIC COMMENT(TAKEN UP 1ST)

An anonymous member of the public called attention to a handout that this person had given the Commission Secretary to distribute to the Commissioners commented on the manner in which the President of the Recreation & Park Commission had conducted the special joint meeting earlier in the day. This person then commented on the handout they had distributed containing this person's suggestion for a banner to be placed with the proposed history plaques describing this person's view of the principals that created the new Main Library. Mr. Peter Warfield asked when the quorum might be lost and wondered if there would be a discussion of the evaluation of the Richmond Branch Prop. 14 Application and offered his interpretation of its ranking given the Library's application's scores.

AGENDA ITEM #8 RICHMOND BRANCH PROP. 14 APPLICATION(taken up 2nd)

City Librarian Susan Hildreth began the presentation of the Prop. 14 (State Library Bond Act) Applications with an explanation of the materials that would be presented, noting that they included the best information available, and strongly emphasized that the budget numbers reported would remain the same throughout the process. Ms. Hildreth went on the record to note that other details of the narrative of the applications might be changed, refined or clarified in order to have the most competitive application possible to submit on January 16th. Ms. Hildreth reported that any such non-substantive revisions would be brought to the Commission's and the public's attention and that they were, upon the advice of counsel, found to be appropriate. Ms. Hildreth again emphasized that the budget figures used for the applications would not to be changed.

Deputy City Librarian Paul Underwood then presented a discussion of the on-going process to prepare the most persuasive applications using information and insights gained from a careful study of the results of the 1st and 2nd cycle Prop. 14 Application grant awards. Mr. Underwood next discussed the details of the revised Richmond Branch Prop. 14 Application to strengthen it in those areas that the State Bond Board's raters had founding outstanding in other successful applications.

Branch Library Improvement Program Manager Marilyn Thompson outlined the budget changes from previous iterations of the Richmond Application to adjust for escalation costs related to the delay in getting the project begun and to strengthen the application.

Public comment on AGENDA ITEM ##8 RICHMOND BRANCH PROP. 14 APPLICATION(taken up 2nd)

An anonymous member of the public commented that they were very concerned with the previous failures to obtain state funding and expressed concern with what was meant by the changes in the Application, especially those related to increased technology. This person commented that the plans for the Branch ought to be based on books and service to people. Mr. Peter Warfield comment that he felt that the proposed increase in the size of the branch's collections was inadequate, and commented that he been unable to obtain critical information on the application he had requested.

Commission discussion of AGENDA ITEM #8 RICHMOND BRANCH PROP. 14 APPLICATION(taken up 2nd)

Commissioner Coulter supported moving ahead but noted the importance of space for books. Vice President Steiman agreed with the effort to more robustly provide for technology. Commissioner Bautista noted that teens had expressed a wish for greater access to computers. Commissioner Chin recommended that these applications should highlight the branches special connection to their neighborhoods.

MOTION: Commissioner Bautista, seconded by Commissioner Coulter for recommendation to the Board of Supervisors of approval of the proposed Richmond Branch Library Prop. 14 (State library Bond) Application with the understanding that the City Librarian was authorized to make any appropriate changes needed to submit the most effective application.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #4 INGLESIDE PROP. 14 APPLICATION (taken up 3rd)

Deputy City Librarian Paul Underwood presented a brief restatement of the Ingleside Application presented to the Commission on November 13th, calling attention to the changes in the tables in the documents. The City Librarian clarified that the branch size numbers under discussion referred to the assignable square footage in these projects. Mr. Underwood noted that unassignable spaces were largely related to the need to provide for fully accessible buildings. Bond Program Manager Marilyn Thompson then called attention to the page numbers of budget changes.

Public comment on AGENDA ITEM #4 INGLESIDE PROP. 14 APPLICATION (taken up 3rd)

An anonymous member of the public commented that the materials presented were confusing and that this person had not been able to do a comparison of the existing branch with the proposed new facility. This person suggested that the new building was not a significant larger and questioned why there would be such a small expansion of assignable space in the branch Mr. Peter Warfield found the proposed collection size not commensurate with the increase of space in the new branch and noted that he had been unable to locate information on collection size in the red binder containing the fuller application. Mr. Warfield expressed concern that there would be fewer books.

Commission discussion of AGENDA ITEM #4 INGLESIDE PROP. 14 APPLICATION (taken up 3rd)

MOTION: Commissioner Bautista, seconded by Commissioner Coulter for recommendation to the Board of Supervisors of approval of the proposed Richmond Branch Library Prop. 14 (State library Bond) Application with the understanding that the City Librarian was authorized to make any appropriate changes needed to submit the most effective application.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #5 PORTOLA PROP. 14 APPLICATION (taken up 4th)

Deputy City Librarian Paul Underwood called attention to more details about the Application highlighted as a result of requests by Commissioners and members of the public. Branch Library Improvement Program Manager Marilyn Thompson reported that there were no changes from the previous version discussed by the Commission, but pointed out corrections, including a typographical error in the resolution.

Public comment on AGENDA ITEM #5 PORTOLA PROP. 14 APPLICATION (taken up 4th)

An anonymous member of the public commented that it was wise to ask for more information about a $4.3 million project, and expressed the view that the $1.2 million paid for the site was too high. This person questioned if the proposed collection size and services were the result was it worth spending this much money. Mr. Peter Warfield agreed with the previous speaker and commented that the collection size increase proposed was inadequate. Mr. Warfield questioned if this project met the peoples' requests for more books and seating.

Commission discussion of AGENDA ITEM #5 PORTOLA PROP. 14 APPLICATION (taken up 4thrd)

Commissioner Coulter pointed out that Seismic safety improvements and providing for fully accessible libraries were critical elements in providing better neighborhood libraries and noted that everything would be done to provide for space for books. In response to a question by Vice president Steiman, the City Librarian reported that discussion of the trade off necessary to meet a highest and best public use standard for the branch libraries was explicitly discussed and completely understood by those participating in the many community meetings held to discussion branch library improvements. Ms. Hildreth noted that the proposed plan reflected the residents' expressed wishes.

MOTION: Commissioner Bautista, seconded by Commissioner Chin for recommendation to the Board of Supervisors of approval of the proposed Portola Branch Library Prop. 14 (State Library Bond) Application with the understanding that the City Librarian was authorized to make any appropriate changes needed to submit the most effective application.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #6 VISITACION VALLEY PROP. 14 APPLICATION (taken up 5th)

Deputy City Librarian Paul Underwood noted that the charts provided reflected staff's response to requests for the highlighted information.

Public comment on AGENDA ITEM #6 VISITACION VALLEY PROP. 14 APPLICATION (taken up 5th)

An anonymous member of the public commented that Visitacion Valley was a special case and a most exciting project for a much neglected and poorly served neighborhood. This person found this to be the most supportable application but noted continued concern with the proposed balance between books and technology for this branch. Mr. Peter Warfield lauded the increase in size for this branch, calling attention to the doubling of the collection and a three times increase in seating. Mr. Warfield still found this to be only a modest increase in collection size when more be desirable.

Commission discussion of AGENDA ITEM #6 VISITACION VALLEY PROP. 14 APPLICATION (taken up 5th)

MOTION: Commissioner Bautista, seconded by Commissioner Coulter for recommendation to the Board of Supervisors of approval of the proposed Visitacion Valley Branch Library Prop. 14 (State Library Bond) Application with the understanding that the City Librarian was authorized to make any appropriate changes needed to submit the most effective application.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #7 ORTEGA PROP. 14 APPLICATION (taken up 6th)

Deputy City Librarian Paul Underwood noted that the charts provided showed no changes from the November 13th presentation. The City Librarian informed the Commissioners that the proposed application had the support and approval of the Recreation & Park Commission.

Public comment on AGENDA ITEM #7 ORTEGA PROP. 14 APPLICATION (taken up 6th)

An anonymous member of the public commented that they found it remarkable that the branch would be doubled in size but that the collections would show only a modest increase, suggesting that new construction should provide more collection space. Mr. Peter Warfield expressed difficulty in locating collection size figures and dismissed as puny the proposed increase. Mr. Warfield found that in this proposal computers benefited while books were shortchanged and promised to take his complaints to Sacramento.

Commission discussion of AGENDA ITEM #7 ORTEGA PROP. 14 APPLICATION (taken up 6th)

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for recommendation to the Board of Supervisors of approval of the proposed Ortega Branch Library Prop. 14 (State Library Bond) Application with the understanding that the City Librarian was authorized to make any appropriate changes needed to submit the most effective application.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM # 9 LIBRARY HISTORY PLAQUES (taken up 7th)

Commissioner Steve Coulter presented the latest revisions to the proposed text for Library history plaques to complete the Wall of Library Heroes authorized by the Commission to be located in the Larkin Street ceremonial entry to the Main Library. Commissioner Coulter noted that these revisions reflected a diverse array of input from both staff and friends of the Library in the community and emphasized that he continued to seek and welcome additions and corrections.

Public comment on AGENDA ITEM # 9 LIBRARY HISTORY PLAQUES (taken up 7th)

An anonymous member of the public books commented on the importance of taking an interest in history and suggested that what this proposal lacked in historic value it made up for in historical value as a reflection of how the Library viewed itself. This person suggested that much of these plaques suggestion that partnerships with private sustain the Library was anachronistic. Ms. Joan Jackson, Council for Neighborhood Libraries, found the proposed history exciting, and commented that she found its recitation of the library's story concise and impressive. Mr. Peter Warfield commented that he was glad that the Commissioners were still taking public comment into consideration as this was an important project, deserving great care.

Commissioner Streets left the meeting at 4:55pm.

Commission discussion of AGENDA ITEM # 4 LIBRARY HISTORY PLAQUES

Vice President Steiman remarked that in her view the text had been greatly improved. She next discussed the relative importance or lack thereof of some points raised and called attention to some unresolved details remaining. Commissioner Bautista requested correction of a reference to Dr. Tony Agaton, MD, a noted Filipino-American Physician and a clarification of a page 20 reference to include the name of Filipino-American photographer Art Alvarado. Commissioner Chin commented favorably on the quotes included and proposed to continue her search for additional important quotations that would be inclusive and fully reflect all of the communities in the City. Commissioner Coulter discussed in some detail the changes related to the "Save the Branches" campaign and noted the many neighborhood people involved with it. Commissioner Coulter noted that as the text was refined it was also becoming more complicated, that the revisions clarified the theme of these plaques, and suggested that, in particular, a means to honor library staff who had played critical roles in the Library's history might be considered as a separate project. Commission Coulter noted that action could be taken to approve a revised text at either the December or January 2004 regular Commission meetings. In response to questions, Marcia Schneider, Library Chief of Community Affairs noted that the revised text would be available and a way to send comments noted on the Library's website.

AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

Branch Library Improvement Program Manager Marilyn Thompson presented a much abbreviated version of her usual reports, highlighting and updating the Commissioners concerning the active projects (copy attached).

Vice President Steiman continued discussion and public comment on the Bond Program Manager's report until the next meeting as the Commission was about to lose its quorum. The meeting ended with the loss of its quorum at 5.32pm.

Michael Housh, Commission Secretary 12/3/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the Library Commission Meeting of November 20, 2003
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

REVISED AGENDA ORDER – NOVEMBER 20, 2003

LIMIT PUBLIC COMMENT TO 2 MINUTES

1. PUBLIC COMMENT
2. RICHMOND PROP 14 PROPOSAL
3. INGLESIDE PROP 14 PROPOSAL
4. PORTOLA PROP 14 PROPOSAL
5. VISITACION VALLEY PROP 14 PROPOSAL –
6. ✓ ORTEGA PROP 14 PROPOSAL –
7. ✓ LIBRARY HISTORY PLAQUES
8. BOND MANAGER'S REPORT
9. ✓ APPROVAL OF MINUTES
10. ADJOURNMENT

INGLESIDE BRANCH LIBRARY APPLICATION

NOTE:
PAGES 17, 25, & 26 HAVE BEEN REVISED FROM THE 11/13/03 DOCUMENT

Revised from 11/13/03

Zoning

Classification

1. What is the current zoning classification of the site? > NC-2, 40-X height & bulk district

2. Will the site have to be rezoned to build the project? Yes ○ No ●

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ● No ○

4. If so, list the date the variance or waiver has been or will be granted: > 02/26/04 (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	Planning Approvals	$ 12,230	
6. >	Building Permit & Plan Check	$ 21,800	
7. >	Site Acquisition Fees	$ 26,600	11/17/03
8. >	Demolition Permit	$ 5,350	

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ●

10. Do any watercourses that require control drain onto the site? Yes ○ No ●

11. Do any watercourses that require control drain off the site? Yes ○ No ●

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ● No ○

Describe any necessary mitigation measures regarding drainage.

Revised from 11/13/03

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction	$ 1,634,800	$ 0
2)	Remodeling Construction	$ 0	$ 0
3)	Contingency	$ 163,480	$ 0
4)	Appraised Value of Building	$ 0	$ 0
5)	Appraised Value of Land	$ 1,680,000	$ 0
6)	Site Development	$ 320,000	$ 0
7)	Site Demolition	$ 84,000	$ 0
8)	Site Permits & Fees	$ 65,980	$ 0
9)	Site Option to Purchase Agreement	$ 0	$ 0
10)	Furnishings & Equipment Costs	$ 727,100	$ 0
11)	Signage	$ 59,200	$ 0
12)	Architectural & Engineering Costs	$ 578,800	$ 0
13)	Construction Cost Estimator Fees	$ 14,300	$ 0
14)	Interior Designer Fees	$ 18,700	$ 0
15)	Geotechnical/Geohazard Reports	$ 9,550	$ 0
16)	Hazardous Materials Consultant Fees	$ 74,600	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	$ 45,200	$ 0
18)	Library Consultant Fee	$ 24,400	$ 0
19)	Construction Project Management	$ 170,450	$ 0
20)	Other Professional Fees	$ 84,250	$ 0
21)	Local Project Administration Costs	$ 17,410	$ 0
22)	Works of Art	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	$ 0	$ 10,000
24)	Acquisition of Library Materials	$ 0	$
25)	Other (Specify):	$ 0	$ 0
26)	Other (Specify):	$ 0	$ 0
27)	Other (Specify):	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:**	**$ 5,772,220**	**$ 46,230**

Revised from 11/13/03

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>	$ 3,751,943
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*	>	$ 2,020,277

Sources of Local Matching Funds:

31) City	>	$ 1,894,983
32) County	>	$
33) Special District	>	$
34) Private	>	$ 155,000
35) Other (Specify): ______	>	$

36)	Local Credits [Land[2] and A&E Fees]	>	$
37)	Adjusted Local Match [Line 30 minus Line 36]	>	$ 2,020,277
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>	$ 46,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>	**$ 5,818,450**

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects _*except*_ *Multipurpose Projects)*

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 100,381	$ 290,070
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify): ______	>	$	$ 25,778
3. Equipment & Supplies Costs Equipment Supplies	>	$ 4,000	$ 2,500
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify): ______	>	$	$ 26,994
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 129,381**	**$ 395,342**

BRANCH LIBRARY
IMPROVEMENT PROGRAM

RICHMOND BRANCH LIBRARY

TABLE A

Library Spaces	**Current**	**Proposed**
Assignable Square Footage[1]	6,874	9,871
Collection	74,800	85,645[2]
Public Seating	74	79[3]
Public Computers	8	21
Program Room	0	Seats 20[4]
Study Room	0	2

TABLE B

	A	**B**	**C**	**D**	**E**	**F**	**G**
Project	**Projected Project State Eligible Costs (without FF&E)**	**Furniture, Fixtures & Equipment**	**Total State Eligible Costs**	**State Grant provides 65%**	**City provides 35% matching (Prop A Bond + Private Funds)**	**Current Bond Budget**	**Project Cost Status if no State funding +/-**
Richmond	8,421,732	745,715	9,167,447	**5,958,841**	3,208,606	*7,141,500*	(1,280,232)

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[1] Assumes 30% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[2] Includes books and audiovisual materials in appropriate balance and in multiple languages

[3] Seats are in zoned spaces for adults, teens and children

[4] Program Room includes 20 laptop computers

BRANCH LIBRARY
IMPROVEMENT PROGRAM

INGLESIDE BRANCH LIBRARY

TABLE A

Library Spaces	**Current**	**Proposed**
Assignable Square Footage	3,360[1]	4,873[2]
Collection	23,140	29,050[3]
Public Seating	29	42[4]
Public Computers	5	19
Program Room	0	Seats 24[5]

TABLE B

	A	**B**	**C**	**D**	**E**	**F**	**G**
Project	**Projected Project State Eligible Costs (without FF&E)**	**Furniture, Fixtures & Equipment**	**Total State Eligible Costs**	**State Grant provides 65%**	**City provides 35% matching (Prop A Bond + Private Funds)**	**Current Bond Budget**	**Project Cost Status if no State funding +/-**
Ingleside	5,331,855	440,365	5,772,220	**3,751,943**	2,020,277	*4,843,000*	(488,855)

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[1] Assumes 30% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[2] Assumes 20% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[3] Includes books and audiovisual materials in appropriate balance and in multiple languages

[4] Seats are in zoned spaces for adults, teens and children

[5] Program Room includes 24 laptop computers

BRANCH LIBRARY
IMPROVEMENT PROGRAM

PORTOLA BRANCH LIBRARY

TABLE A

Library Spaces	Current	Proposed
Assignable Square Footage[1]	2,780	5,221
Collection	20,346	25,725[2]
Public Seating	39	63[3]
Public Computers	5	18
Program Room	0	Seats 20[4]

TABLE B

	A	B	C	D	E	F	G
Project	**Projected Project State Eligible Costs (without FF&E)**	**Furniture, Fixtures & Equipment**	**Total State Eligible Costs**	**State Grant provides 65%**	**City provides 35% matching (Prop A Bond + Private Funds)**	**Current Bond Budget**	**Project Cost Status if no State funding +/-**
Portola	4,775,520	363,285	5,138,805	**3,340,223**	1,798,582	*4,388,000*	(387,520)

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[1] Assumes 20% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[2] Includes books and audiovisual materials in appropriate balance and in multiple languages

[3] Seats are in zoned spaces for adults, teens and children

[4] Program Room includes 20 laptop computers

BRANCH LIBRARY
IMPROVEMENT PROGRAM

VISITACION VALLEY BRANCH LIBRARY

TABLE A

Library Spaces	**Current**	**Proposed**
Assignable Square Footage[1]	1,840	7,009
Collection	18,774	35,000[2]
Public Seating	27	86[3]
Public Computers	6	18
Program Room	0	Seats 50[4]
Study Room	0	2

TABLE B

	A	**B**	**C**	**D**	**E**	**F**	**G**
Project	**Projected Project State Eligible Costs (without FF&E)**	**Furniture, Fixtures & Equipment**	**Total State Eligible Costs**	**State Grant provides 65%**	**City provides 35% matching (Prop A Bond + Private Funds)**	**Current Bond Budget**	**Project Cost Status if no State funding +/-**
Vis Valley	8,123,346	483,385	8,606,731	**5,594,375**	3,012,356	*5,826,500*	(2,296,846)

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[1] Assumes 20% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[2] Includes books and audiovisual materials in appropriate balance and in multiple languages

[3] Seats are in zoned spaces for adults, teens and children

[4] Program Room includes 24 laptop computers

BRANCH LIBRARY
IMPROVEMENT PROGRAM

ORTEGA BRANCH LIBRARY

TABLE A

Library Spaces	Current	Proposed
Assignable Square Footage[1]	3,245	6,800
Collection	41,191	46,340[2]
Public Seating	49	80[3]
Public Computers	6	25
Program Room	0	Seats 40[4]
Study Room	0	2

TABLE B

	A	B	C	D	E	F	G
Project	**Projected Project State Eligible Costs (without FF&E)**	**Furniture, Fixtures & Equipment**	**Total State Eligible Costs**	**State Grant provides 65%**	**City provides 35% matching (Prop A Bond + Private Funds)**	**Current Bond Budget**	**Project Cost Status if no State funding +/-**
Ortega	5,559,225	473,775	6,033,000	**3,921,450**	2,111,550	*3,382,000*	(2,177,225)

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[1] Assumes 20% unassignable square footage, such as bathrooms, circulation space, hallways, wall thickness, etc.

[2] Includes books and audiovisual materials in appropriate balance and in multiple languages

[3] Seats are in zoned spaces for adults, teens and children

[4] Program Room includes 20 laptop computers

DOCUMENTS DEPT

DEC - 1 2003

SAN FRANCISCO
PUBLIC LIBRARY

SF
P76
1
12/4/03

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, December 4, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. BOND PROGRAM MANAGER'S REPORT DISCUSSION

Continued from November 20, 2003

(This is a discussion item to allow for public comment on and Commission discussion of the Branch Library Bond Program Manager's report presented at the November 20, 2003 regular meeting)

2. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

3. RICHMOND BRANCH LIBRARY NAMING ACTION

Presentation and discussion of and possible action to approve the addition of the name of the late State Senator Milton Marks to the name of the Richmond Branch Library.

Explanatory documents: Richmond Branch renaming memo - Report on October 25th Richmond District Community meeting - Board of Supervisors Resolution in support of renaming

4. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 16, 2003.

Explanatory document: draft Minutes

5. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 4, 2003.

Explanatory document: draft Minutes

6. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following subjects: a California Library Association (CLA) Conference report; concerning the Excelsior Branch closure; a 2003/04 circulation statistics report; an Ocean View public art update; a budget update, Proposition 14 (State Library Bond Act) applications revisions; and Exhibits and programs.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/. Michael Housh, Commission Secretary 1/21/03

7. BAYVIEW TOWN CENTER MOU ACTION

Presentation and discussion of and possible action to authorize the City Librarian to sign a Memorandum of Understanding (MOU) between the San Francisco Public Library and the Bayview Town Center.
Explanatory document: Bayview Town Center Project memo

8. MAIN LIBRARY (POE) REPORT DISCUSSION

Presentation and discussion of an update report on the Main Library Post Occupancy Evaluation (POE) Report related Main Library projects.

9. LIBRARY HISTORY PLAQUES ACTION

Presentation and discussion of and possible action to approve a series of plaques chronicling the history of the San Francisco Public Library from its beginnings until the present and honoring those who made significant contributions to be located in the Larkin Street entrance of the Main Library.
Explanatory Document: revised 12-4-03 Wall of Library Heroes memo

10. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

11. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. ADJOURNMENT (requires motion and public comment) ACTION

12/1/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Memorandum

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Richmond Branch Naming in Memory of the late Senator Milton Marks
Date: December 1, 2003

The Library Commission is being asked to take action on the naming of the Richmond Branch Library in memory of the late Senator Milton Marks. I wanted to summarize the background of this request for the Commission and members of the public.

Background

In December 2001, I received a letter from State Librarian Dr. Kevin Starr outlining in detail the accomplishments of the late Senator Milton Marks and recommending that the Richmond Branch Library be named in memory of him. Although there had been informal discussion regarding this concept, this was the first official correspondence that I received on the matter.

On February 11, 2002, the Board of Supervisors passed the attached resolution ".....urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State". Over the last several years, the Library Commission has received over 20 letters and a petition with 22 names in support of the proposed renaming.

The renaming was officially discussed at the Library Commission on December 3, 2002. In accordance with the attached Library Facilities Naming Policy, the Library scheduled a public meeting in the Richmond neighborhood to obtain direct neighborhood testimony.

In cooperation with Supervisor Jake McGoldrick's office, the Library co-sponsored a Townhall meeting in District 1 on Saturday, October 25, 2003. Testimony was taken on the proposed renaming; and there were 26 speakers in support of the proposal and one against the proposal. Please see the attached meeting report.

Required action

The Library Facilities Naming Policy states that "...after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and, upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library...". The official name would be the Richmond – Senator Milton Marks Branch Library.

[Renaming of Richmond Branch Library in honor of Milton Marks.]

Resolution urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State.

WHEREAS, Senator Milton Marks was a committed, warm, and endearing public servant who treated his constituents as real people and not simply as potential votes in a reelection effort; and

WHEREAS, Senator Marks was a third generation San Franciscan, having been born in the City in 1920, who graduated from Stanford University and served in the U.S. Army in the Philippines during World War II; and

WHEREAS, Senator Marks worked his way through law school after the war, taking evening classes and earning his law degree in 1949; and

WHEREAS, Senator Marks was first elected to the California Assembly in 1958, as a Republican, and was subsequently returned to the legislature until 1966; and

WHEREAS, Senator Marks was appointed in 1966 as a judge of the Municipal Court by Governor Edmund G. Brown, where he served with distinction; and

WHEREAS, Senator Marks returned to politics in 1967, running for and winning a seat in the California Senate where he served until his retirement in 1996, ending a 38-year career as a California lawmaker; and

WHEREAS, Senator Milton Marks consistently and tirelessly championed the cause of public libraries during his long and illustrious career in the California legislature, advocating

year after year for a statewide library bond act, slowly building support for this concept so that it was well accepted as a potential funding mechanism when the state economy improved and such a bond initiative became feasible; and

WHEREAS, the successful passage by the voters of state library bond initiatives can be largely attributed to the long years of advocacy in favor of such funding by Senator Marks; and

WHEREAS, it is the policy of the San Francisco Public Library that the name of an individual may be added to the geographic name of a specific library where there are compelling reasons making such an honor appropriate; and

WHEREAS, the policy in question states that the "person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership . . . to improve and benefit the library in substantial ways; and

WHEREAS, the Library's policy on such renaming specifies that the "naming of a library for a person is a rarity and that the dedication and service to the library [of the person so honored] is recognized as rare, unique and of the highest quality"; and

WHEREAS, such a name change request should reflect the spirit of the library's mission of free and equal access to information to all; and

WHEREAS, it is abundantly clear that the resolve and dedication of Senator Milton Marks to the cause of adequate financing for libraries in San Francisco and the rest of the state meet and exceed the criteria set out in the San Francisco Public Library's Branch Naming Policy; now, therefore, be it

RESOLVED, That the Board of Supervisors Urges the Library Commission to give full consideration to a request to rename the Richmond Branch Library as the Richmond – Senator Milton Marks Branch Library.

Library Facilities Naming Policy Policy #601

Section: Facilities

Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;

- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;

- the proposed honoree should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

REPORT ON THE OCTOBER 25, 2003 RICHMOND NEIGHBORHOOD COMMUNITY MEETING.

A community meeting called in accordance with requirements of the Library's Facilities Naming Policy was held at the Richmond Recreation Center on October 25, 2003 to gather direct neighborhood testimony on the proposed renaming of the Richmond Branch Library as the Richmond- Senator Milton Marks Branch Library.

The meeting was called to order at 10:15am by District 1 Supervisor Jake McGoldrick, who made a brief statement lauding the contributions of the late State Senator Milton Marks before introducing City Librarian Susan Hildreth. Ms. Hildreth welcomed the participants and informed them that the Library Commission would consider the proposed renaming at its December 4, 2003 regular meeting. The City Librarian then introduced Library Commission President Charles A. Higueras, A.I.A.. President Higueras presented a short overview of the Library Commission's policy concerning naming library facilities, emphasizing the very high standards required for someone to be honored with the addition of their name to that of a branch library and noting that the voice of the community would be given a critically important role in the Library Commission's deliberations concerning any change in the branch library's name.

PUBLIC TESTIMONY

Public testimony was offered in support of renaming the Richmond Branch Library by: Mr. David Heller, Geary Merchants Association; Mr. Walter Johnson, Secretary/Treasurer, San Francisco Labor Council; Mr. Bruce Oca, Richmond Neighborhood disabled activist; Father George Twigg, St. Anne's Home; San Francisco Ethics Commissioner Bob Planthold; Ms. Barbara Berman; and Mr. Jim Salinas.

Testifying in opposition was Ms. Nancy May, who preferred that branch libraries be identified only by their geographical name.

Additional testimony in support of renaming the Richmond Branch Library was offered by: Jack Anderson; Native American activist Nicki Arnold; Mr. Paul Kotec, who reported the Richmond Review's support for the renaming; Ms. Ernestine White; Ms. Jane McLaughlin; Rev. James Patt, Kimochi; Dr. William Jaffee; Dr. Stephen Louie, Asian Community Agency; Sonnie Merritt; former Supervisor John Bardis; Ms. Jean Lynch; Assemblyman Mark Leno; Mr. Peter Winkelstein; Ms. Michelle Jester; Ms. Alinda Simpson; Mr. Peter Warfield; Mr. Fred Sanchez, San Francisco Fire Department; Mr. Ben Gardiner, Past President Stonewall Gay Democratic Club; Mr. Rocha Conquilla, Richmond Community Association; and Mrs. Carolene Marks. Mrs. Marks noted that December 4th would be the 5th anniversary of Senator Marks' passing.

The community testimony portion of the Richmond Town Hall Meeting on Library issues concluded at 11:28am.

Michael Housh, Commission Secretary 12/1/03

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Bayview Town Center Project

Date: December 1, 2003

I have been working with a number of agencies to develop a comprehensive plan for a town center in Bayview, which would include a new branch library. I wanted to give you some information on this exciting project.

Background

Currently, the Bayview – Anna E. Waden Branch Library is slated for a renovation and a slight expansion in Phase 3 of the Branch Library Improvement Program. The project budget is $3,629,000 and would be under construction in 2006.

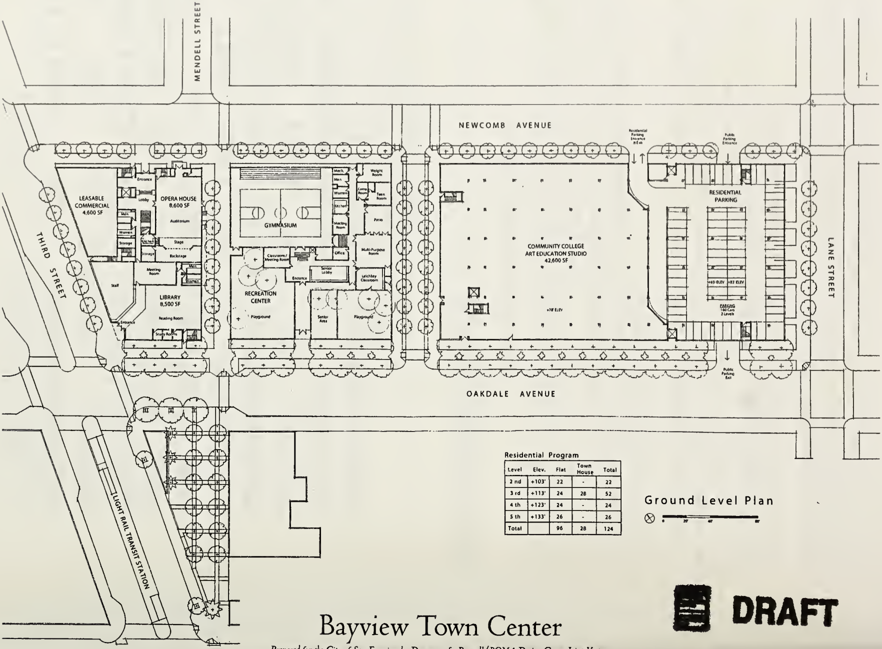
The Redevelopment Agency, with the strong support of Mayor Brown, has spearheaded master planning efforts in the Bayview community. One of these planned areas is the Bayview Town Center, bounded by 3rd and Lane Streets and Newcomb and Oakdale Avenues. Currently, the Bayview Opera House is on the block closest to 3rd St., the Joseph Lee Recreation Center and Gymnasium is adjacent to the Opera House, and the Burnett School, which is no longer used, is closest to Lane St. Staff from the Redevelopment Agency, City Planning, Recreation and Parks, the Arts Commission representing the Opera House, MUNI, the Library and the San Francisco Unified School District (SFUSD) has been meeting to cooperate on master planning for this area.

Currently, both the Library and the Recreations and Parks Departments have funds to improve their facilities in the neighborhood. MUNI has a federal grant for street and landscape improvements for the Oakdale Avenue light rail station. The Opera House is beginning a capital campaign for its renovation; and SFUSD is willing to have its property reutilized in a more active way that benefits the community. The Roma Design Group has developed a draft plan (see attached) that allocates 8,500 square feet for a new branch library at the corner of 3rd St. and Oakdale Ave. The branch would be adjacent to the Opera House and would be able to share meeting room space with the Opera House. The current branch at 5075 3rd St. would have to be sold to fund the new construction and support the expanded scope of this project.

Required action

The Mayor has requested that all agencies that are cooperating in this project agree to do so formally by a memorandum of understanding (MOU) to be executed before December 31, 2003. The MOU is being drafted by the Redevelopment Agency. The Library has committed no more than $10,000 to support the efforts of Roma Design Group. I am requesting Commission authorization for me to sign the MOU prior to the next Commission meeting, if necessary. I will keep you apprised of all the developments in this exciting project.

Attachment


MENDELL STREET
NEWCOMB AVENUE
THIRD STREET
LEASABLE COMMERCIAL 4,600 SF
Entrance
Lobby
OPERA HOUSE 8,600 SF
Auditorium
Men
Women
Storage
Kitchen
Stage
Backstage
Meeting Room
Staff
LIBRARY 8,500 SF
Reading Room
Study Rooms
Entrance
GYMNASIUM
Mech.
Kitchen
Meeting Room
Office
Weight Room
Comp. Room
Teen Room
Patio
Multi-Purpose Room
Classroom/ Meeting Room
Senior Lobby
Entrance
Latchkey Classroom
RECREATION CENTER
Playground
Senior Area
Playground
Residential Parking Entrance & Exit
Public Parking Entrance
COMMUNITY COLLEGE ART EDUCATION STUDIO 42,600 SF
+78' ELEV
RESIDENTIAL PARKING
+63' ELEV
+83' ELEV
PARKING 160 Cars 2 Levels
Public Parking Exit
LANE STREET
OAKDALE AVENUE
LIGHT RAIL TRANSIT STATION

Residential Program

Level	Elev.	Flat	Town House	Total
2 nd	+103'	22	-	22
3 rd	+113'	24	28	52
4 th	+123'	24	-	24
5 th	+133'	26	-	26
Total		96	28	124

Ground Level Plan

0
20'
40'
80'

Bayview Town Center

Prepared for the City of San Francisco by Devrouax & Purnell/ROMA Design Group Joint Venture

DRAFT

(12/4/03 Version)

"...WE...BELIEVE THAT THE DISSEMINATION OF EDUCATION AMONG PEOPLE IS THE ONLY SAFEGUARD TO REPUBLICAN LIBERTY AND GOVERNMENT, AND BELIEVING THE ESTABLISHMENT OF PUBLIC LIBRARIES TO BE THE BEST AND CHEAPEST MEANS OF EDUCATING THE PEOPLE...WE DO MOST HEARTILY APPROVE...THE ESTABLISHMENT OF A FREE LIBRARY IN THIS CITY..."

---Excerpt from the citizen resolution that led to the creation of the San Francisco Public Library, 1877

Wall of Library Heroes

A Brief History of the Library

The history of the San Francisco Public Library is in many ways the story of citizen involvement. In creating this *Wall of Library Heroes*, we focus on both institutional milestones and the work of unpaid citizen volunteers whose vision and perseverance did so much to create and shape this institution.

We have selected items big and small, positive and negative, which we believe reflect the dynamic, complex history of the Library system. Not every detail or every individual who influenced the Library's history is listed here. This history highlights the work of private citizens and civic leaders who championed its cause.

We also salute the many talented staff whose dedication has enriched the Library system in countless ways over the past 126 years. Their accomplishments, while not specifically chronicled here, are reflected in the outstanding collections and programs the public enjoys today.

A more detailed version of this history is available via our electronic archives, *SFPL History*, or in the San Francisco History Center.

1877
A group of **San Francisco citizens** meet to urge the creation of a public library. They also recommend a special tax to fund it. The project is initiated by cable car inventor **Andrew Hallidie** and State Senator **George H. Rogers**.

1878
Governor **William Irwin** signs the Rogers Act that authorizes cities to establish a free public library, governed by Trustees, and levy a property tax for a Library Fund to support it.

1879
The Trustees hire the first City Librarian, **Albert Hart**, who begins work without pay. The first Trustees include Andrew Hallidie and ten other mostly self-made men including a carpenter, a social radical, two lawyers and six businessmen.

The Supervisors vote to support the Library but fail to allocate sufficient funds. Supervisors also are unwilling to provide space in any publicly owned building.

On its own, the Library opens on gifts and credit, renting space in the theatre district on Bush Street. It is an immediate success with the public.

1880
The Supervisors hold up allocation of funds in a struggle over patronage jobs. A judge orders the funds released. The Library budget is $48,000.

1885
The Supervisors reduce Library revenues to $18,000 a year, eliminating the book budget.

1888
The Main Library moves to the Larkin Street wing of the new City Hall, on a site later known as **Marshall Square** and the eventual site of the current new Main Library.

The Public Library opens its first three branches in the **Mission**, **North Beach** and **Potrero** districts.

1892
Richmond Branch opens near Golden Gate Park.

1896

James Duval Phelan, wealthy son of one of the original Gold Rush miners, is elected Mayor. He supports the Trustees goal to construct a separate Main Library. He will become a major supporter and patron of the Library.

To help protect the Library from **patronage** politics, examinations are required for Library jobs.

1898
A new City Charter increases the tax assessment for the Library Fund, setting a minimum appropriation of $75,000. But it will take five years for the Library to actually receive the full amount.

Presidio Branch opens on Fillmore Street.

1901
Mayor Phelan donates money to build a branch south of Market Street. He also announces plans to build a new Main Library and several new branches. Mayor Phelan convinces the **Andrew Carnegie Foundation** to pledge $750,000.

The **San Francisco Labor Council** opposes the Carnegie Foundation grant because labor unions regard Carnegie as anti-labor. Supervisors disagree and vote to accept the offer although it will take years until the City is ready to use it.

Vita sine Literis, Mors Est
(Life Without Letters is Death)

---Lucius Seneca, Roman philosopher (c. 4 BC-65 AD)
San Francisco Public Library's first bookplate

1902
Businessman **Andrew J. McCreery** donates $45,000 for a branch in **Eureka Valley.**

1903
Voters approve a bond issue for a new Main Library, but bond problems and a fight over location doom the effort. The Carnegie grant remains in limbo.

Chicago architect **Daniel Burnham**, leader of the City Beautiful movement, begins to design a master plan for San Francisco, including a Civic Center with a new library building.

1906
Burnham presents his final plan for the city's redesign.

April 18, 1906. A major **earthquake** destroys City Hall in seconds. A fire destroys the book collection at the Main Library inside. An eyewitness said after inspecting the damage---

"there was only a thin white ash where a

hundred and sixty thousand books had been."

The earthquake and fire destroy the Phelan (south of Market) and North Beach branches. Fifteen thousand items are out on loan at the time; 1,500 eventually come back, the last, a group of periodicals from the 1850s, in 1996.

1907
A temporary Main Library is built at Hayes and Franklin streets.

1909
The City begins to raise funds and consider new plans for Civic Center.

A new **Park Branch** opens near the Panhandle.

1910
Supervisors put a charter amendment on the ballot to change the *Trustees* from a self-perpetuating to an elected board. Voters turn it down. Angry, *Supervisors* cut the Library budget.

1911
Music teacher **Julius Rehn Weber** arranges to purchase the 10,000-item sheet music library from the Schirmer Music Library in Boston. Over the next decade Weber helps the Library to develop the collection into one of the best in the country.

1912
Voters approve a bond measure for a new City Hall and Civic Center.

The Library asks the Carnegie Foundation to fulfill its 1901 pledge. Former Mayor and Library Trustee **Edward Robeson Taylor**, backed by the Labor Council, opposes accepting the Carnegie money. Library Trustees and Supervisors vote overwhelmingly to accept the funds. Opponents put the question on the ballot but voters approve the Carnegie Foundation funds.

1914
The new **Richmond Branch,** funded in part by the Carnegie Foundation grant, opens.

The temporary Main Library reaches capacity.

Architect **George W. Kelham**, who designed the Palace Hotel and is chief architect for the Panama-Pacific Exposition, wins a competition to design the city's first publicly owned, free standing Main Library. The Library will be in a formal *Beaux Arts* architectural style.

Another architect who did not win the contest charges that the design is very similar to the Detroit Public Library. The *Chronicle* states *"There has been little new in architecture in the last hundred years—that is, monumental architecture."*

1915

Ground is broken for the Main Library by Mayor **James "Sunny Jim" Rolph** and other officials.

1916
The cornerstone for the Main Library is laid, ten years after the devastating earthquake of 1906.

Noe Valley Branch opens with funds from the Carnegie Foundation.

1917
By horse and wagon, books are moved into the Main Library.

February 15, 1917. The Main Library opens. Five hundred people take part in the ceremony, including former Mayor Taylor and Mayor Rolph. The building costs $1.153 million. Trustee and Board of Education President **Joseph O'Connor** refers to the building as *"this magnificent chaste temple of learning."*

> **"MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND."**
>
> **----Carved in stone, old Main Library, 1917**

1918
Sunset and **Golden Gate Valley** branches open with funds from the Carnegie Foundation.

1920
The Main Library begins to acquire rare books at the instigation of Library Trustee **William Young**. The Library also starts collecting works from San Francisco's fine printers and binders who are gaining international stature.

1921
The Library budget is $185,000 a year.

Carnegie Foundation funds underwrite two new branches: **North Beach Branch** on Powell Street and **Presidio Branch** on Sacramento Street

A new **Eureka Valley Branch** opens, replacing the McCreery Branch that was damaged in the 1906 earthquake.

1925
Excelsior and **Ingleside** branches open.

1926
A report by the San Francisco Center indicates that Library children's services are under-funded and that the Library *"does not appreciate the value of assistants who are graduates of library schools."*

1927
Glen Park and **Bayview** branches open.

The Library names its rare book and fine printing collection in memory of **Max J. Kuhl**, a rare book collector and the attorney for the Panama-Pacific Exhibition of 1915. Several rare book enthusiasts help build the collection.

1928
Portola and **Ocean View** branches open.

Trustees President James Phelan commissions an outside study of the Library. The report concludes that the Library has an excellent collection considering its near destruction in the 1906 earthquake and fire, but the Library is under-funded, and its staff is largely untrained and seriously underpaid.

1929
With the **Great Depression**, Library funding declines while the number of people using the Library skyrockets.

The **Business Branch** opens in the financial district.

1931
A new City Charter replaces the Library Board of Trustees with a ***Library Commission*** appointed by the Mayor.

1932
Anza Branch opens.

1933
As poor economic times continue, Mayor **Angelo Rossi** appoints a Citizens Advisory Committee that recommends major cuts in the Library budget. The book budget is cut significantly.

1935
Visitacion Valley Branch opens.

1936
Parkside, West Portal and **Bernal** branches open, all in rented sites.

1940
Library staff, almost entirely women, campaigns successfully for **civil service** protection.

A new **Bernal Branch** opens in a city owned site.

Local businessman **Alfred Furhman** leaves money in his will to the Library. The bequest, still generating income as of 2003, has enabled the Library to acquire thousands of additional books and materials on economic and political subjects.

1943
The Main Library collection reaches capacity.

The City seeks federal Works Progress Administration funds to build an addition to the Main Library but is unsuccessful.

Mayor **Roger Lapham** seeks federal funds for construction of ten branches but is also unsuccessful.

1945
Commission Secretary **Laurence J. Clarke** is appointed City Librarian and begins to make plans for a bond issue for an addition to the Main.

1947
On April Fools Day, Library Commissioner **Nat Schmulowitz** donates his collection on wit and humor to the Library with an endowment to buy additional books in the years ahead. The gift, named the ***Schmulowitz Wit & Humor Collection*** in his honor, eventually grows to become one of the largest of its kind in the world.

1948
A bond issue for 18 new branches and an addition to the Main Library, championed by City Librarian Clarke, fails by 12,000 votes.

1949
Citizens concerned about the future of the Library meet to form the first, short-lived *Friends of the San Francisco Public Library*. Nat Schmulowitz presides. **Dr. Charles Albert Schumate** is elected President. One of the participants, **Mary Louise Stong**, will champion the Library cause for the next half century.

> **"OUR FREE PUBLIC LIBRARY IS THE ONE INSTITUTION THAT SERVES ALL REGARDLESS OF WHO YOU ARE OR WHAT YOU DO."**
>
> **---Mary Louise Stong, friend of the Library (1920- 2002)**

1951
The new **Parkside** and **Potrero** branches open replacing rented facilities.

1953
Voters turn down a bond issue to remodel the Main Library and make it more efficient.

1954
Marina Branch opens.

1956
Ortega Branch opens.

1957
Anna Waden, a health department employee of modest means, leaves money in her will to construct a new branch in Bayview/Hunters Point.

The *Chronicle* runs a series of articles critical of the Library by reporter **Hale Champion**. One headline asks, *"Where are the books?"* while another article states *"Public Library a Disgrace to San Francisco."*

1958
The Library Commission retains **Emerson Greenaway**, President of the **American Library Association**, to survey San Francisco's Library and make recommendations. The report urges the City to increase Library funding, hire professionally trained staff, and, ultimately, replace the Main Library with a larger facility.

Merced Branch opens.

1959
Mayor **George Christopher** appoints a ***'Committee of 50'*** prominent citizens, including **Marjorie Stern**, to examine the decline of the Library system, particularly the Main Library.

A civil grand jury reports that the Main Library is gloomy, soiled and odoriferous, a kind of skid row hostel for the homeless, and a building that is out of date. Only 1500 books were checked out from the Main Library in 1959 vs. 12,000 a year previously.

The new **North Beach Branch** opens. The old North Beach Branch, a Carnegie building on Powell Street, is renamed **Chinatown Branch**.

1960
San Franciscans for a Better Library, a citizens group, is formed.

1961
Prominent residents meet to form another Library support group, the
San Francisco Library League.

The Committee of 50, San Franciscans for a Better Library and the
San Francisco Library League join forces under a new name:
Friends of the San Francisco Public Library.
(For leadership, see Box 1, *Friends of the San Francisco Public Library*).

City Librarian **William R. Holman** makes a master's degree in library science a requirement for new librarians.

1962
A new **Eureka Valley Branch** opens.

1963
Calligrapher **Richard Harrison** donates his collection to the Library.

The Library begins pioneering efforts in the selection of children's books that celebrate diverse cultures and do not perpetuate social stereotypes. Twenty years later the ***Effie Lee Morris Historical and Research Collection of Children's Literature*** *is created*, honoring the Library's first Coordinator of Children's Services.

1964
The *Friends* organization holds its first **annual book sale** of material donated to the Library. It is chaired by **Hilde Kolb** and raises $4,000 that is used to purchase rare materials for the Library. Over the years, this sale becomes the biggest in the western United States.
(For leadership, see Box 1, *Friends Book Sale*).

The Main Library establishes a collection of material on San Francisco history.

> **"IN BOOKS LIES THE SOVL OF THE WHOLE PAST TIME; THE ARTICVLATED AVDIBLE VOICE OF THE PAST."**
>
> **---Carved in stone, old Main Library, 1917**

1965
The *Friends* lobby the City for more funds and the book budget gets a significant increase.

The Library receives the private collection of **Robert Grabhorn** on the ***History of Printing and the Development of the Book***, half of it a gift from the *Friends.*

1966
Margaret 'Mig' Mayer becomes the first Executive Director of the *Friends.* She will work behind the scenes supporting improved library services for 25 years.

The Library orders its first Japanese language materials for both the Main and Western Addition Branch. The Library will eventually collect materials in over forty languages.

Western Addition Branch opens.

The State Librarian designates San Francisco Public Library as the hub of the **Bay Area Reference Center** (BARC), one of three regional reference groups in California.

1967
City Librarian Holman resigns. The *Examiner* says Holman inherited *"one of the most infamous cultural fossils in the country"* and moved it in the direction of becoming a modern library.

The Library develops its first **African American collections** for Bayview, Western Addition, Ocean View and Ingleside branches.

1968
Marjorie Stern is appointed to the Library Commission where she will serve until 1989.

A new **Excelsior Branch** opens. Commission **Walter Jebe** plays an important role in its creation.

1969
San Francisco librarians organize a union, the ***Librarians Guild***, which later becomes an affiliate of **SEIU, Local 790**. The ***Library Employees Association Fund**, a separate preexisting union,* continues through the early 1990s.

The new **Anna E. Waden Branch** opens in Bayview, named after its benefactor.

1971
The *Friends* donate the first bookmobile to serve older adults.

1972
New federal legislation funds the ***Early Childhood Project*** linking the Library with adults who work with children. The funds also launch ***Dial-a-Story***.

Friends members form a new organization to lobby the state and city for more funding---***Keep Libraries Alive!*** Leaders include **Sally Brunn, Grace Macduff Parker, Billie Pearl-Schuler**, Mary Louise Stong and Marjorie Stern.

1974
A pivotal fight develops over the development of **Marshall Square**. Library supporters hoped to use the site for a new Main Library. Mayor **Joseph Alioto**, believing Library supporters cannot raise enough private money to build a new Main Library, supports locating a new Symphony Hall on Marshall Square. Library Commission President **Ed Callanan** disagrees and Library supporters campaign against the move. With the help of Supervisors **Ron Pelosi** and **Bob Mendelsohn,** and assistance from attorney **William Coblentz**, the **Board of Education** makes a parking lot on Van Ness Avenue available for the Symphony Hall site and the Library gets Marshall Square.

The Library becomes an innovator in using video and audiotapes for the **hearing and sight impaired.**

1975

A ***Performing Arts Archive*** is created and placed in the Presidio Branch through the collaboration of City Librarian **Kevin Starr** and former ballet costume designer **Russell Hartley**. In 1981 the collection moves out of the Library. In 1989 the independent ***Performing Arts Library and Museum*** is established.

The Library purchases its first children's books in the Russian language.

1976
The Library's first automation system is installed. And the first children's bookmobile is purchased.

1978
Passage of ***Proposition 13*** rolls back property taxes and seriously impacts the City's ability to fund the Library and other public services.

Mayor **George Moscone** and Supervisor **Harvey Milk** are assassinated at City Hall. The Eureka Valley Branch is renamed in memory of Milk, a longtime Library supporter and former *Friends* Board member.

City Guides, offering free neighborhood history tours, is started in the Main Library's San Francisco History Room by **Judith Lynch**.

1980
City Librarian **John Frantz** threatens that ten neighborhood branches and the Business Branch will be closed if a proposed 20 percent budget cut is enacted. *Keep Libraries Alive!* demonstrates at City Hall. The *Friends* agree to temporarily pay the rent for the Business Branch.

The *Friends* agree to take over the popular but unbudgeted City Guides program.

1981
A budget compromise keeps all branches open.

1982
A report by Columbia University library expert **Lowell Martin** recommends consolidation of branches to save money and improve service. The report is not well received by neighborhood activists who support branch libraries.

The *Friends* open ***Book Bay*** at Fort Mason to sell donated books and materials. The money helps fund Library projects the City could otherwise not afford.

The *Friends* and ***City Arts & Lectures***, led by **Sydney Goldstein**, launch a literary lecture series that proves popular with the reading public.

Mary Louise Stong is appointed to the Library Commission, where she will serve for the next six years.

1983
The *Friends* launch ***Project Read***, a program teaching adults how to read. **Olive "Babs" Waugh** is its first director. Later, the Library will take over the program.

"HANDLE A BOOK AS A BEE DOES A FLOWER: EXTRACT ITS SWEETS BVT DO NOT INJVRE IT."

---Charles Caleb Colton, English writer (1780-1832)
Carved in stone, old Main Library, 1917

1985
Attorney **James W. Haas**, a member of the *Friends* board, convinces the group to support a master plan for the entire Civic Center that would locate a new Main Library on Marshall Square and a museum in the old Main Library building.

Mayor **Dianne Feinstein** expresses skepticism that Library supporters can raise the private money needed for a new building at a meeting about the master plan with City Librarian Frantz and commissioners Callanan, Stern and Stong.

Mayor Feinstein asks for a ten percent budget cut from the Library and other departments to address a budget shortfall.

1986
Mayor Feinstein appoints a task force headed by Deputy City Mayor **Peter Henschel** to develop a Civic Center master plan.

A report on Civic Center by consultants Becker and Hayes/Omni-Group criticizes the Main and calls for building a new Library next door on Marshall Square.

Hundreds meet at the Main Library on the 25th anniversary of the *Friends*. New York City Librarian **Vartan Gregorian** speaks eloquently about the need for a new Main Library.

1987
The Fire Marshal calls the Main Library a fire hazard and closes the stacks until 100,000 books are removed.

The *Friends* start organizing a bond campaign for the new Main Library. (For leadership, see Box 1, *Main Bond Campaign 1988*).

Deputy Mayor Henschel asks **Asian Art Museum** chair **Judy Wilbur** if the museum would be interested in taking over the old Main Library building. The idea is controversial. The Museum Board expresses interest but no commitment is made.

Ken Dowlin, one of the nation's leading advocates for the high tech library of the future, is hired as the new City Librarian.

A second study by Becker and Hayes/Omni-Group underscores the advantages of Marshall Square for a new Library. Yet another study, this one by consultant

Skidmore Owings & Merrill, recommends that the existing Main Library be used as a museum.

Mayoral candidate **Art Agnos** advocates construction of a new Main Library, saying, ***"We've had enough studies. Let's act."*** He is elected in December.

In the final weeks of her term, Mayor Feinstein sends the Board of Supervisors a series of recommendations for Civic Center, including building a new **Library on Marshall Square** and turning the old Library into a museum. A bond for the new library is recommended but it is $15.5 million less than cost estimates because officials are worried about winning voter approval of a bond issue over $100 million.

Marjorie Stern begins discussions with various business and community leaders about forming a ***Library Foundation*** to raise millions of dollars for the new Main. Many are skeptical about the likely success of such fundraising for a public library. (For leadership, see Box 5, *Library Foundation & Main Campaign*).

1988

Mayor Agnos and the Board of Supervisors approve **Proposition A** that would authorize bonds to build the new Main Library and to start branch renovations. They also approve **Proposition N** that would allow the Asian Art Museum to take control of the old Main Library building.

Seventy-six percent of voters approve the bond for a new Main Library and branch renovations. (For leadership, see Box 1, *1988 Main Bond Campaign*).

The Asian Art Museum Board agrees to relocate to the old Main Library and leave Golden Gate Park.

Marjorie Stern leaves the Library Commission and is named *Honorary Commissioner for Life*.

Mayor Agnos, facing a major budget shortfall, proposes cuts for various departments including the Library. A major political fight erupts between city officials and neighborhood activists over possible closure of several **neighborhood branch libraries**. Eventually only the Business Branch is closed. (See Box 1, *Save the Branches*, and electronic archive, *SFPL History*)

Mel and **Charlotte Swig**, major civic and philanthropic leaders, agree to chair the fundraising campaign for the new Main Library if an experienced foundation executive such as **Martin Paley** becomes Executive Director of the *Library Foundation*. Paley agrees. (See electronic archive, *SFPL History*)

1989

A committee of 25 community leaders interviews various architects for the new Main Library and recommends two firms working in association. The City approves the recommendation and hires **Simon Martin-Vegue Winkelstein Moris** of San Francisco, and **Pei Cobb Freed & Partners** of New York City. (For leadership, see Box 1, *Designing & Building the New Main*).

Mig Mayer retires as Executive Director of the *Friends*.

The **Loma Prieta earthquake** severely damages the Main Library. The glass floors in the seven level book stacks twist as the earth moves shearing into long thick shards and dumping hundreds of thousands of books on the floor. City building officials close the Library and decide that staff members cannot be ordered into such an unsafe space. Ignoring the danger, staff members volunteer to retrieve the books and, working with community volunteers, move the books to temporary storage space in an empty building in the Presidio. Building repairs take several months.

When the Main re-opens, hundreds of people gather for a celebration.

The Library forms the ***Council of Neighborhood Libraries*** to provide activists a forum to discuss library policies.
(See electronic archives, *SFPL History* for first members).

In support of freedom of speech, the Library hosts *"I am Salman Rushdie"* Day at the Main Library.

Another difficult budget year forces the Library to cut services, including updating the out-of-date and labor-intensive **card catalog.**

1990
Sheet music collector **Dorothy Starr** dies, leaving a vast collection of 500,000 pieces of published music. The *Friends* purchase the collection from her estate for the Library.

Design work for the new Main Library is underway. Because the City had earlier reduced the bond size by $15.5 million, officials eliminate one entire floor from the plan to stay within budget.

Patrons of the **Library for the Blind** at the Presidio Branch hold a public meeting to decide whether to relocate to the new Main Library. After vigorous debate, community leader **Rose Resnick** makes an impassioned speech to move to the new Main Library. The group votes overwhelmingly to move.

1991
Chronicle columnist **Herb Caen** proclaims that the new Library will henceforth be known as the ***New Main***. Eventually the *New Main* periodical reading room will be named in his honor.

The *Library Foundation* organizes for the huge fundraising effort ahead. It will be called the ***Main Campaign***.

A fundraising study by **Charlie Howland** suggests the *Library Foundation* will be unable to raise even $20 million because California is in a recession and the Library has no existing donor base. Nevertheless, Mel Swig sets the goal at $25 million, with an additional $5 million to start an endowment.

Library Foundation Executive Director Paley asks communities often ignored by major civic campaigns to take a leadership role in the *Main Campaign*. The communities respond with enthusiasm. Paley believes involving all segments of the community is key to success because the public library serves everyone and is the most democratic of public institutions.

The *Library Commission* adopts a ***Five Year Strategic Plan*** that helps in the New Main planning for expanded services and fundraising. The Plan includes new services for traditionally underserved communities, organizing around collections where there is broad public interest, getting current Library resources and treasures into wider use and developing more dependable sources of revenue.

Library Commission President **Steve Coulter** advocates creating a gay and lesbian historical archive, the first in a public library in the U.S. At a press conference announcing its creation, author **Randy Shilts** warns the crowd:

> ***"We're losing far too many people to the AIDS epidemic—it's essential we not lose our history, too."***

Gay and lesbian leaders, including women's publisher **Sherry Thomas**, civic leaders **Alvin H. Baum, Jr**., Coulter, **Chuck Forester**, **Gary Gielow**, **Marya Grams**, **James C. Hormel**, **Dorrwin Buck Jones**, and **Robert W. Sass**, work to define and shape the archive.
(See Box 3 *Gay & Lesbian Group* and the electronic archive, *SFPL History*).

The City's busiest branch, **Chinatown**, is scheduled to be doubled in size. A fundraising campaign, linked to the **Chinese American Center** in the Main Campaign, is organized. Community leader **Rosalyn Koo** plays a key role for both the renovations and fundraising.
(See Box 3, *Friends of the Chinatown Branch*).

This effort to recruit all segments of the community in the fundraising and organizing around collections and services becomes known as the ***Affinity Group campaign***. Around the country, other libraries and civic efforts adopt a similar model.
(See Box 3, *Affinity Group Campaign* and our electronic archive *SFPL History*).

Over the next three years the *Main Campaign* astounds the skeptics and raises **$36 million** under the leadership of the Swigs and many volunteers, becoming one of the most successful fundraisers in the history of American libraries.
(For leadership, see Box 3, *Library Foundation & Main Campaign*).

The Main Library opens the ***"Prides & Joys"*** exhibit of rare books and fine print volumes in the collection. It is organized by printer **Andrew Hoyem**, Marjorie Stern and other book collectors and rare book enthusiasts.

Library activist Sally Brunn dies. The Noe Valley branch is named in her memory in 1992.

Labor unions help the Main building effort. The **Building and Construction Trades Council** led by **Stan Smith** agrees to tear down the old USO building on Marshall Square as a gift to the Library. During World War II, the same union built the USO as a gift to American soldiers.

The Library acquires several important gay and lesbian collections, including the largest private pulp fiction collection in the U.S. and the papers of the late Supervisor Harvey Milk and of **Mattachine Society** founder **Harry Hay**. (See electronic archives, *SFPL History*).

1992

Ground is broken for the New Main Library on Marshall Square. Hundreds attend the ceremony, including Mayor **Frank Jordan**. He uses the same silver shovel Mayor "Sunny Jim" Rolph held when ground was broken for City Hall.

The Library excavation uncovers part of the old jail and other rubble from City Hall when it collapsed in the 1906 earthquake. Also found are some hand bones and a wedding band, perhaps the last remains of the Yerba Buena Cemetery that once held more than 5,000 bodies and was removed in 1870.

The economy is in a recession and the Library is again facing budget cuts. *Keep Libraries Alive!* campaigns for more Library funding.

Voters approve **Proposition J**, an initiative sponsored by community activists to increase the baseline spending for children's services citywide. Library funding for children's programs is increased.

1993

Philanthropist Mel Swig dies after a long illness. An endowment is created in his name.

Another difficult budget year forces the Library to trim its book budget and hours.

A major political fight erupts over moving the Victorian era ***Pioneer Monument*** that sits at Hyde and Grove streets. The monument originally stood before the old City Hall that was demolished by the 1906 earthquake. The Library Foundation pays to move the 800-ton monument to a site between the old Main Library and the new Main.

1994

More proposed budget cuts mean dramatically reducing hours at some branches, further reductions in the book budget and fewer staff.

Mayor Jordan removes six of seven Library Commissioners in a budget dispute.

The *Friends,* under the leadership of President **Diane Filippi,** launch a ballot initiative for dedicated Library funding to stop the boom and bust cycle of Library budgeting. When campaign funds run low, Mary Louise Stong loans the campaign money to continue the fight. **Proposition E** passes with over 70% of the vote. (For leadership, see Box 1, *Prop E Campaign*).

The Library establishes public **Internet access** and a **Library Web site** that includes an online Community Services Directory of all San Francisco government agencies, community, neighborhood, health, human service and business groups.

1995

Because of Proposition E funds, the book and materials budget triples and system open hours increase 46%. Branch libraries receive thousands of new **books** and staff begins weeding collections to make room for new materials.

The Main Library closes to the public at the end of the year. For the sixth time in its history, staff prepares to move the enormous Main collection, sorting through nearly a century's worth of accumulated materials.

As librarians pull damaged, outdated or duplicate materials from the Main collection, a controversy erupts, foreshadowing rough times ahead. Critics allege that the Library is disposing of large numbers of **books** instead of moving them to the new building. The Library administration defends the professional standards and judgment exercised by staff in weeding obsolete materials.

A new children's **bookmobile** begins service.

1996

Mayor **Willie L. Brown, Jr**. appoints a new Library Commission, replacing six of seven members.

Weldon Owen publishes ***A Free Library in this City,*** a history of the San Francisco Public Library by **Peter Booth Wiley**. The publisher donates the book as a gift to the Library to commemorate the years of public struggle to build the New Main Library.

In a pre-opening celebration, the Library Foundation puts up tents outside the New Main Library for a special **Family Day** event that draws 12,000 parents and children. Local celebrities, including actor **Robin Williams**, read their favorite children's stories.

Construction of the New Main Library is complete. It is one of the first major public buildings in the U.S. to incorporate many *green building* features. It is also the first building in San Francisco to have talking signs to assist sight-impaired patrons.

Several major pieces of **art** are incorporated into the building, including part of an old card catalog, a surreal spiral staircase, an electronic wall of authors, a standing mural on Latin American writers and a domed ceiling celebrating gays and lesbians through history. (See electronic archive, *SFPL History*).

April 18, 1996. The New Main Library opens to the public. It is ninety years to the day since the great earthquake destroyed the old City Hall and the Main Library inside. Thousands crowd Fulton Street and take part in the opening ceremonies. (See electronic archives, *SFPL History*).

Fourteen thousand people come through the building on its first day. A million visit the building in just over three months. Library staff is overwhelmed but works hard to meet the demand.

A public **debate** over the New Main erupts, often lively and sometimes shrill, and rages for months. For an institution long starved for funding and civic attention, there is suddenly more of everything: books, materials, money, media attention, crowds, technology, including a new online computer system to replace the old card catalog, and a major new seven level library in Civic Center. Not everyone is happy with the changes. (See Box 2, *New Main Controversy*).

For the first year, New Main Library circulation is up 71%, adult programming increases 705% and children's programming increases 224%. By the end of 1996, attendance levels out at 5,500 a day, seven days a week.

The New Main's ***Brooks Walker Patent & Trademark Center*** becomes one of five California sites designated as a federal patent depository library. It includes complete patents from 1790 to the present.

The New Main's ***Daniel E. Koshland San Francisco History Center*** contains more than 250,000 photographs dating from 1850. City records and photographs provide detail on thousands of homes and buildings.

A new budget controversy develops. City Librarian Ken Dowlin, saying that he has met many of his goals, resigns. **Kathy Page**, Chief of the Main, steps in as Acting City Librarian.

1997

The Library seeks a closer relationship with the literary community and the *Library Foundation* begins an annual ***Library Laureates*** dinner in the New Main, honoring leading authors from Northern California. Author **Amy Tan** and U.S. Poet Laureate **Robert Hass** co-chair the inaugural event.

The ***Wallace Stegner Environmental Center*** holds a series of public debates on environmental issues, underwritten by the Richard & Rhoda Goldman Fund. Actor **Robert Redford** attends a press conference announcing the program.

Library **computers** prove so popular with the public that time limits are necessary at peak hours.

Regina Minudri, past President of the American Library Association, is named City Librarian, the first woman to hold the post on a permanent basis.

The New Main Library begins staging a dozen **major exhibits** a year in its new exhibition spaces as well as many smaller ones in various departments. One popular exhibit this year is ***Brave Little Girls,*** depicting young women heroines in children's literature.

The *Friends* and the *Library Foundation* merge into one organization called the ***Friends and Foundation of the San Francisco Public Library.***
(See electronic archive, *SFPL History*)

The **American Institute of Architects** and the American Library Association present the New Main Library the *Award of Excellence for Library Architecture.*

1998
Through My Father's Eyes: Pioneers of the San Francisco Filipino Community exhibit opens at the New Main Library. The photography exhibit, featuring the work of **Richard Alvarado**, eventually becomes part of a permanent Smithsonian Institute traveling exhibit.

"City of Angels," a movie starring **Nicolas Cage** and **Meg Ryan** about angels who live in libraries and look after people, films various sequences in the New Main Library.

1999
Email reference service begins. **Mission Branch** is renovated.

2000
City Librarian Minudri steps down for health reasons and Deputy City Librarian **Susan Hildreth** becomes Acting City Librarian and later permanent City Librarian.

Proposition A, a $106 million bond to build five new branches, upgrade 19 others for earthquake safety, electrical code, and access for people with disabilities is placed on the ballot after lobbying by the *Friends and Foundation*. The ballot measure passes with 74% of the vote.

The new **Ocean View Branch** opens, replacing a rented facility. Mayor Willie Brown uses budget surplus funds to finance the construction. A fundraising effort, organized by the *Friends and Foundation* and strongly supported by the neighborhood, provides furniture, fixtures and a new computer-training center.

2001
Nearly five million people visit the San Francisco Public Library system in fiscal year 2000-01, checking out 6.3 million items. Millions more use library reference material or online services. Over 182,000 children attend special Library programs.

2002
Mary Louise Stong, a champion of public libraries for over a half-century, dies.

The *Friends and Foundation*, under new Executive Director **Martin Gomez** and Board Chair **Deborah Doyle**, begin work on $16 million neighborhood library campaign for furniture, fixtures and other needs not covered by the proposition A branch renovation bonds.

The Library Commission approves a new branch in **Mission Bay**. When it opens it will bring to 27 the number of neighborhood branches.

2003
The new Asian Art Museum opens in the remodeled old Main Library building.

The Library purchases property for five new City-owned branch libraries to replace rented facilities. Over the next decade, new branches are planned for construction in **Mission Bay**, **Glen Park**, **Visitacion Valley**, **Portola** and **Ingleside** and 19 existing branches will be upgraded.

The Library Commission approves creation of this ***Wall of Library Heroes*** to capture the history of the Library system and honor the many community leaders who fought for the values of a great public library. Their stories are a legacy that will inspire others. Future generations may want to add their own stories.

We acknowledge Peter Booth Wiley and his book A Free Library In This City as a key source of material used in this history. We are grateful for his help.

This project was made possible by a grant from the Friends & Foundation of the San Francisco Public Library, 2003

"THE TRVE VNIVERSITY OF THESE DAYS IS A COLLECTION OF BOOKS."

---Thomas Carlyle (1795-1881)
Carved in stone, old Main Library, 1917

Box 1 *(Special Sidebar/Boxed area)*

Friends of the San Francisco Public Library, 1961-62

Founding members of the Friends of the San Francisco Public Library include: *President:* Alan K. Browne. *Vice Presidents*: General Edwin L. Johnson, David Magee, Jack Pollatsek and Marjorie Stern. *Treasurer:* William Mackey. *Secretary:* Mary Louise Stong. *Board Members:* John Bransten, Mortimer and Janet Fleishhacker, Jr., Mr. and Mrs. R. Gwin Follis, Dr. and Mrs. Frank Gerbode, Mr. and Mrs. Walter Haas, Lucille Mohr, Judith Pollatsek, Mr. and Mrs. Albert Schwabacher Jr., Mrs. Nion Tucker, George and Sally Williams, Mrs. Dean Witter, and Mr. and Mrs. J.D. Zellerbach.

Over the next year, the *Friends* board membership grows to include: Mildred Bell, Mrs. Donald Biggs, William Brinton, Mrs. Francis Carroll, William Coblentz, Hunt Conrad, Mrs. Richard Dakin, Mrs. Ralph Doscher, Robert Drewes, Dr. Frank Fenton, E.H. Gauer, Carlton B. Goodlett, M.D., George Johns, Gustav Knecht, Jr., Lewis Lengfeld, Mrs. Robert MacDuff, Mrs. Alfred McLaughlin, Robert Marcus, William Monihan, Eugene M. Price, Alvin Rockwell and Nat Schmulowitz.

Friends Book Sale

Leadership for the first book sale in 1964 includes Hilde Kolb who volunteered to sort and price books when the Library found it had an excess of donated materials. Richard Reinhardt, Helen Louise Weinstein and others also provided leadership. Other key players emerge over the years including Hugh Cook, Ann Grace, Erma Kuta, Joan Leaf, Leslie Luttgens, Elaine Mundy and Ken Train, among others.

Save the Branches, 1988

A plan to temporarily close some neighborhood branches because of City budget problems leads to an outpouring of support that kept neighborhood libraries open. Some of those active in the campaign include the following: Jean Amos, Ann Anderson, Judy Baston, Karen Bevelander, Miriam Blaustein, Sally Brunn, Sue Cauthen, Margaret Coughlin, Karen Crommie, Dorothy Danielson, Marcia DeHart, Ella Driscoll, Ellen Egbert, Tiffany Farr, Harriet Fielding, Barbara Gersh, Andrew Grimstad, Julie Kavanaugh, Carolyn Kleymeyer, Marty Koshuba, Lucretia Levinger, Miriam Pavis, Dr. Rose Resnick, Carol Steiman, Larry Ware, Landis Whistler and Naomi Williams.

Main Bond Campaign, 1988

The *Friends* start organizing for the anticipated Library bond in 1987. Marilyn Smulyan is hired to build grassroots support. Volunteers are recruited to build public support, including community leaders Aileen Hernandez and Joanne Foo, attorney Fred Rodriguez and labor leader Steve Neuberger of SEIU Local 790.

Once approved for the ballot, a formal bond campaign is formed. Sherry Agnos, wife of the new Mayor, and School Superintendent Ramon Cortines are honorary co-chairs. Marilyn Smulyan runs the campaign with leadership from political consultant Dick Pabich, attorney James W. Haas, Caryl Mezey, Jack Berman and help from a Franciscan brother and Tenderloin neighborhood activist, Kelly Cullen. Hundreds of others assist the campaign effort.

Designing & Building the New Main

James Ingo Freed and Cathy Simon lead the design team with Project Manager Anthony Bernheim. Other members in leadership roles include City Librarian

Ken Dowlin, Library Project Director Kathy Page and Library Commission President Steve Coulter.

San Francisco's Chief Administrative Officer Rudy Nothenberg leads the building efforts for the City with the help of project managers Russ Abel and Jim Cheng.

Prop E Campaign for Library Funding, 1994

The Friends of the Library launch a successful initiative to help stabilize Library funding and face significant opposition in their campaign. Leadership includes Friends President Diane Filippi, Mary Louise Stong, Carol Steiman, Dale Carlson, City Librarian Ken Dowlin, campaign managers John Whitehurst and Robert Barnes, David Spero, pollster David Binder, and others.

(End of Box 1)

Box 2 *(Special Sidebar/boxed area)*

The New Main Controversy

In 1996, the dramatic differences between the old and New Main libraries thrill many but startle others. San Francisco becomes the focus of a national debate on books, technology and the role of libraries in the 21st Century.

Supporters say the New Main succeeded against the odds and is an inspiring civic presence with collections better reflecting the populations it serves. Critics say the building is too modern, has too many computers and does not have enough space for books. The media covers the debate.

☐ *"It will grow on us,"* writes the U.S. Poet Laureate in the *Chronicle* about the outside of the building, adding that *"inside...is a marvel, so deeply delicious you forget your previous ideas of what a library is."* ☐ *"An ugly modern shopping mall"* fumes a critic of the building in a newspaper article. ☐ A *"Mall for the Mind"* writes *Newsweek.* ☐ *"A Wonderment to Discover"* for people with disabilities writes the *World Institute on Disabilities.* ☐ *"The curves and twists of stairs around the rotunda are enough to make a person dizzy,"* rages one letter in the *Examiner.* ☐ *"A dynamic, light-filled space as inviting as it is joyous"* writes *Art in America.* ☐ *"A Trojan horse concealing an invasion force of private interests," writes a critic.* ☐ *"Room for Imagination in a Temple of Reason"* headlines the *New York Times* architectural review.

The Mayor calls for a neutral third party audit to study some of the issues and cool tempers. Several suggestions to improve the building are adopted. An *Examiner* editorial gives this advice to all sides in this sometimes shrill debate: ***"Shush!"***

(End of Box 2)

Box 3 *(Special Sidebar/Boxed area)*

Library Foundation & the Main Campaign, 1987-96

The initial founding members of the Foundation include: Ben Dial, James Edgar (Board President), Leslie Luttgens, Michael Mellor, Caryl and Peter Mezey, Ellen Newman, Martin Paley, Marjorie Stern (Board Founding Chair), Olive Waugh and Ann Witter. As campaign design work begins, membership expands to include: Mayor Art Agnos, Dale Carlson, Hector Chinchilla, Renee and Arthur Coleman, Steve Coulter, Carlota del Portillo, Ken Dowlin, Chuck Forester, Michael Garland, Ellen Huppert and Tatwina Lee.

Campaign co-chairs: Mel and Charlotte Swig
Honorary co-chairs: civic leader Ann G. Getty and
former HEW Secretary and Common Cause founder John W. Gardner.
Executive Director: Martin Paley

> **"THE *'HOUSE OF THE BOOK,'* AS THOMAS JEFFERSON CALLED THE LIBRARY, SHOULD BE WORTHY OF ITS MISSION...IT SHOULD REFLECT THE PRIDE, THE CULTURE, AND THE VALUES OF THE DIVERSE COMMUNITIES IT SERVES."**
>
> **---*Main Campaign* brochure, 1991**

Affinity Group Campaign, 1991-94

Numerous community leaders step forward to take part and lead the effort to develop and help fund special collections of significant community interest. Donor plaques are located inside the Library. Chairs of the Affinity campaigns are listed below. A full listing of committee members is available through the Library's electronic resource, *SFPL History*.

African American Group

Co-chairs: Dr. Arthur Coleman and Renee Dorsey Coleman
A memorial fund in honor of Dr. Coleman is established in 2002.

Children's Group

Honorary Co-Chairs: Doris Fisher and Charlotte Mailliard Swig
The *Children's Center* is named in honor of the Don and Doris Fisher family, philanthropists and civic leaders.

Chinese American Group

Honorary Co-Chairs: Virginia C. Gee and Tom Hsieh
Co-Chairs: Tatwina Chinn Lee and Rosalyn Koo

Friends of the Chinatown Branch

Co-Chairs: Thomas Ng and Reverend Harry Chuck
Vice Chairs: Helen Chin and Rosalyn Koo.

Environmental Group

Co-Chairs: Larry Blake and Jerry Tone
The *Center* is named in honor of the late Wallace Stegner, a California author and Pulitzer Prize winner.

Filipino American Group

Chair: Agaton Gualberto, M.D.

Gay & Lesbian Group

Co-Chairs: Diane Benjamin and Chuck Forester
The *Center* is named in honor of James C. Hormel, a philanthropist, civic leader and, a few years later, the first openly gay man in U.S. history to be appointed as a U.S. Ambassador.

Latino/Hispanic Group

Co-Chairs: Carlota del Portillo and Fred A. Rodriguez
The Latino/Hispanic group asks that a community meeting room, a place to bring people together, be named for their community.

(End of Box 3)

□□□

DRAFT

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, December 4, 2003
The San Francisco Public Library Commission held its regular meeting on Thursday, December 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:04pm.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Higueras. Vice President Steiman and Commissioner Streets and Strobin were reported as excused attendance.

President Higueras noted that as the meeting would lose its quorum at 5pm he was reordering the agenda taking the first three items as planned and concluding if there was sufficient time remaining with Agenda item #7. Additionally, President Higueras reported that the scheduled December 18, 2003 regular meeting of the Library Commission had been cancelled and that the next regular meeting would be held on January 6, 2004.

AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANGER'S REPORT (cont'd from Nov. 20, 2003)

Public comment on AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANGER'S REPORT (cont'd from Nov. 20, 2003)

An anonymous member of the public expressed appreciation that opportunity was provided for public comment on this report, and asked if in fact the report had been completed? This person also commented on the lack of a list of the explanatory documents for this item listed on the November 20th Agenda and the lack of copies of the detailed slides of the Program Manager's Report usually provided. Mr. Peter Warfield noted that portions of the regular BLIP reports had been omitted. Mr. Warfield also expressed concern about potential toxics on the Ingleside Branch site and called attention to comment offered by a member of the Librarian's Guild urging that seismic safety concerns with the Richmond Branch be addressed without a delay.

Commission discussion of AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANAGER'S REPORT (cont'd from Nov. 20, 2003)

President Higueras suggested that Mr. Warfield contact the Branch Library Improvement Program office for responses to his detailed questions regarding the aspects of projects referred to in the report.

AGENDA ITEM #2 PUBLIC COMMENT

An anonymous member of the public commented that this meeting's agenda was involved with matters left unresolved at previous meetings, noting loss of the Commission's quorum at two meetings in November. This person suggesting reviving committees that, having a lower quorum requirement, might be a better way to address pending business. This person expressed concern about a Commissioner's November 4th comment that this person's opposition (to the Library's Prop. 14 Applications) in Sacramento was mean spirited. Mr. Peter Warfield suggested that the Commission follow Roberts' Rules of Order and take up approval of its previous minutes before discussion of business items. Mr. Warfield expressed dismay that opportunity for multiple public comments on the Richmond Branch Renaming would not be allowed, and noted that the hyperlinks for some attached documents noted in the minutes on the Library's website were not functioning properly.

AGENDA ITEM #3 RICHMOND BRANCH LIBRARY NAMING

President Higueras reported that as the time available to address this agenda item was limited, and as only the minimum quorum of Commissioners were present, action on the recommendation to add Senator Marks name to that of the Richmond Branch Library would be continued to the next regular meeting. President Higueras noting the large number of members of the public wishing to offer comments and the limited time available set the time limit for comments at 2 minutes and noted that those offering comments could do so either at this meeting or when discussion of this agenda item was continued at the Commission's January 6th, 2004 regular meeting but not at both.

Public comment on AGENDA ITEM #3 RICHMOND BRANCH LIBRARY NAMING

Mr. David Marks, son of the late Senator Marks, observed that this meeting's date marked the 5th Anniversary of his Father's passing. Mr. Marks followed by a step by step discussion of how the each of the specific requirements of the Library's Facilities Naming Policy had been fully met by those proposing that Senator Marks name be added to that of the Richmond Branch Library. Father Twigg, Chaplain for the Police and Fire Departments, called attention to the late Senator Marks' many contributions and urged the Commissioners to approve the renaming as proposed. Ms. Pat Christensen, President of the Council of District Merchants, announced that by unanimous vote the Council had voted to support the proposed renaming. Ms. Christensen also called attention to the broad support for the renaming proposal in the Richmond District. Public Defender Jeff Adachi recommended that the Commissioners approve the proposed renaming of the Richmond Branch as an appropriate honor for the late Senator's service to the community. Mr. Bruce Oca, Richmond District disabled activist, spoke in support of the proposed renaming lauding Senator Marks lengthy and distinguished career of public service, especially in regard to promoting full access for the disabled. Mr. Oca noted the Senator's pioneering work was being continued by the renovations of the Richmond Branch making it fully accessible for all residents the first time. Mr. Dennis Kelly, President, United Educators of San Francisco and a representative for Richmond Democratic Club, called the Commissioners' attention to the San Francisco Labor Council, as well as the Teachers' Union's endorsement of the proposed renaming as well as that of the Richmond Democratic Club. Mr. Kelly noted that like the late Sally Brunn, Senator Marks had contributed greatly to the betterment of the community. Architect Robert Herman, a longtime admirer of Senator Marks, reminded the Commissioners of former San Francisco City Librarian, now State Librarian, Dr. Kevin Starr's letter in support of renaming the Richmond Branch in recognition of Senator Marks' leadership on behalf of libraries. Author Dr. John Wild noted as a writer concerned with issues facing the disabled and a lover of books, he found recognition of Senator Marks, a leader on behalf of both, particularly appropriate. Ms. Barbara Berman, Friends of the Library Board member and Richmond resident, reminded the Commissioners that Senator Marks had always been there when the libraries needed his help. Public Utilities Commission President Dennis Normandy, a former Library Commissioner himself, called attention to support for the proposed renaming of this branch library for Senator Marks in the Filipino-American Community as well as by State Librarian Dr. Starr. Commissioner Normandy noted that the requirements of the Library's Facilities Naming Policy had been met and that this would be an appropriate recognition of Senator Marks' decades of leadership on behalf of libraries. Sister Janur, San Francisco Interfaith Council, noted the Senator's record of welcoming newcomers into the community, relating her experiences when she arrived in San Francisco 20 years ago. Sister Janur noted that this branch with its large number and wide diversity of newcomer users was particularly appropriate to re-name in his honor. President of the Small Business Commission Jasin "Sal" Salma spoke in support of the proposed renaming pointing to Senator Marks' reputation for being responsive the needs of the entire community and agreeing that this honor was particularly appropriate recognition. Mr. Maurice James, Morissana West/Post Street Academy, lauded Senator Marks' decades of service in support of education and employment opportunity for youth and commented that naming a library in his honor was particularly appropriate recognition of his championing of libraries. An anonymous member of the public expressed ambivalence concerning naming branch libraries for individuals. This person expressed admiration for Senator Marks, but suggested that under these standards every branch library could be named if proponents were mobilized. Mr. Peter Warfield commented that he was familiar with Senator Marks' reputation for being everywhere in the community. Ms. Jane Bowling commented that while she was aware of concerns that renaming branches could become commonplace, she thought that Senator Marks' contributions met the highest standards, exceeding contributions routinely expected from elected officials. Ms. Bowling called him a voice for those such as transsexuals without a voice and a trailblazer in defense of minorities' rights. Mr. Allen White commented that he did not have a problem with naming other branch libraries for worthy individuals, and that Senator Marks stood out as reflecting the soul of San Francisco, as an exemplar of historic leadership whose contributions would far outlive the concerns of these times. Mr. White urged that the Commissioners approve the renaming proposal. Mr. David Jerome Hall noted that in his view Senator Marks was a great man who represented the best of humanity by helping to transcend differences and encouraging cooperation among communities. Mr. John Rothman, former Chief of Staff to the late Senator Marks, recalled for the Commissioners Senator Marks' decades of legislative leadership in the State Assembly and Senate on behalf of libraries. Mr. Rothman noted that Senator Marks lived and worked his entire life near the Richmond Branch and recalled former Library Commission President Ed Bransten's comments that whenever the library needed help Senator Marks was there. Mr. Rothman noted Senator Marks' support made a difference and resulted in better libraries for all. Ms. Margaret Ames, Alamo School, recalled Senator Marks' dedication during his retirement to helping tutor students at her school and informed the Commissioners of her school's dedication of a memorial garden to honor Senator Marks. Ms. Jean Lynch commented that Senator Marks deserved such recognition for his reputation for integrity and involvement in countless community efforts such as the campaign to save St. Mary's Hospital. Ms. Julie Vieira, San Francisco Beautiful, urged the Commissioners to approve adding Senator Marks name to that of the Richmond Branch Library. Ms. Geraldine Rosa Parks recommended that the Commissioners weigh the issues and the extensive testimony in support, including that of the State Librarian, Dr. Starr, and approve the proposed renaming of the Richmond Branch Library. Ms. Parks noted that this rare honor was appropriate given Senator Marks inarguable record of achievement on behalf of the community.

With only minutes remaining before the loss of the meeting's quorum an with no additional speakers waiting, President Higueras continued additional public comment on this item until January 6, 2004.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

ACTION: 4-0 AYE (Bautista, Chin, Coulter, Higueras)

The meeting was adjourned at 5:03pm.

Michael Housh, Commission Secretary 12/15/03

Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of December 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Memorandum

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Richmond Branch Naming in Memory of the late Senator Milton Marks
Date: December 1, 2003

The Library Commission is being asked to take action on the naming of the Richmond Branch Library in memory of the late Senator Milton Marks. I wanted to summarize the background of this request for the Commission and members of the public.

Background
In December 2001, I received a letter from State Librarian Dr. Kevin Starr outlining in detail the accomplishments of the late Senator Milton Marks and recommending that the Richmond Branch Library be named in memory of him. Although there had been informal discussion regarding this concept, this was the first official correspondence that I received on the matter.

On February 11, 2002, the Board of Supervisors passed the attached resolution "…..urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State". Over the last several years, the Library Commission has received over 20 letters and a petition with 22 names in support of the proposed renaming.

The renaming was officially discussed at the Library Commission on December 3, 2002. In accordance with the attached Library Facilities Naming Policy, the Library scheduled a public meeting in the Richmond neighborhood to obtain direct neighborhood testimony.

In cooperation with Supervisor Jake McGoldrick's office, the Library co-sponsored a Townhall meeting in District 1 on Saturday, October 25, 2003. Testimony was taken on the proposed renaming; and there were 26 speakers in support of the proposal and one against the proposal. Please see the attached meeting report.

Required action
The Library Facilities Naming Policy states that "…after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and, upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library…". The official name would be the Richmond – Senator Milton Marks Branch Library.

Library Facilities Naming Policy — Policy #601

Section: Facilities

Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;
- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;
- the proposed honoree should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

FILE NO. RESOLUTION NO.

[Renaming of Richmond Branch Library in honor of Milton Marks.]

Resolution urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State.

WHEREAS, Senator Milton Marks was a committed, warm, and endearing public servant who treated his constituents as real people and not simply as potential votes in a reelection effort; and

WHEREAS, Senator Marks was a third generation San Franciscan, having been born in the City in 1920, who graduated from Stanford University and served in the U.S. Army in the Philippines during World War II; and

WHEREAS, Senator Marks worked his way through law school after the war, taking evening classes and earning his law degree in 1949; and

WHEREAS, Senator Marks was first elected to the California Assembly in 1958, as a Republican, and was subsequently returned to the legislature until 1966; and

WHEREAS, Senator Marks was appointed in 1966 as a judge of the Municipal Court by Governor Edmund G. Brown, where he served with distinction; and

WHEREAS, Senator Marks returned to politics in 1967, running for and winning a seat in the California Senate where he served until his retirement in 1996, ending a 38-year career as a California lawmaker; and

WHEREAS, Senator Milton Marks consistently and tirelessly championed the cause of public libraries during his long and illustrious career in the California legislature, advocating

year after year for a statewide library bond act, slowly building support for this concept so that it was well accepted as a potential funding mechanism when the state economy improved and such a bond initiative became feasible; and

WHEREAS, the successful passage by the voters of state library bond initiatives can be largely attributed to the long years of advocacy in favor of such funding by Senator Marks; and

WHEREAS, it is the policy of the San Francisco Public Library that the name of an individual may be added to the geographic name of a specific library where there are compelling reasons making such an honor appropriate; and

WHEREAS, the policy in question states that the "person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership . . . to improve and benefit the library in substantial ways; and

WHEREAS, the Library's policy on such renaming specifies that the "naming of a library for a person is a rarity and that the dedication and service to the library [of the person so honored] is recognized as rare, unique and of the highest quality"; and

WHEREAS, such a name change request should reflect the spirit of the library's mission of free and equal access to information to all; and

WHEREAS, it is abundantly clear that the resolve and dedication of Senator Milton Marks to the cause of adequate financing for libraries in San Francisco and the rest of the state meet and exceed the criteria set out in the San Francisco Public Library's Branch Naming Policy; now, therefore, be it

RESOLVED, That the Board of Supervisors Urges the Library Commission to give full consideration to a request to rename the Richmond Branch Library as the Richmond – Senator Milton Marks Branch Library.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

REPORT ON THE OCTOBER 25, 2003 RICHMOND NEIGHBORHOOD COMMUNITY MEETING.

A community meeting called in accordance with requirements of the Library's Facilities Naming Policy was held at the Richmond Recreation Center on October 25, 2003 to gather direct neighborhood testimony on the proposed renaming of the Richmond Branch Library as the Richmond- Senator Milton Marks Branch Library.

The meeting was called to order at 10:15am by District 1 Supervisor Jake McGoldrick, who made a brief statement lauding the contributions of the late State Senator Milton Marks before introducing City Librarian Susan Hildreth. Ms. Hildreth welcomed the participants and informed them that the Library Commission would consider the proposed renaming at its December 4, 2003 regular meeting. The City Librarian then introduced Library Commission President Charles A. Higueras, A.I.A.. President Higueras presented a short overview of the Library Commission's policy concerning naming library facilities, emphasizing the very high standards required for someone to be honored with the addition of their name to that of a branch library and noting that the voice of the community would be given a critically important role in the Library Commission's deliberations concerning any change in the branch library's name.

PUBLIC TESTIMONY

Public testimony was offered in **support** of renaming the Richmond Branch Library by: Mr. David Heller, Geary Merchants Association; Mr. Walter Johnson, Secretary/Treasurer, San Francisco Labor Council; Mr. Bruce Oca, Richmond Neighborhood disabled activist; Father George Twigg, St. Anne's Home; San Francisco Ethics Commissioner Bob Planthold; Ms. Barbara Berman; and Mr. Jim Salinas.

Testifying in **opposition** was Ms. Nancy May, who preferred that branch libraries be identified only by their geographical name.

Additional testimony in **support** of renaming the Richmond Branch Library was offered by: Jack Anderson; Native American activist Nicki Arnold; Mr. Paul Kotec, who reported the Richmond Review's support for the renaming; Ms. Ernestine White; Ms. Jane McLaughlin; Rev. James Patt, Kimochi; Dr. William Jaffee; Dr. Stephen Louie, Asian Community Agency; Sonnie Merritt; former Supervisor John Bardis; Ms. Jean Lynch; Assemblyman Mark Leno; Mr. Peter Winkelstein; Ms. Michelle Jester; Ms. Alinda Simpson; Mr. Peter Warfield; Mr. Fred Sanchez, San Francisco Fire Department; Mr. Ben Gardiner, Past President Stonewall Gay Democratic Club; Mr. Rocha Conquilla, Richmond Community Association; and Mrs. Carolene Marks. Mrs. Marks noted that December 4th would be the 5th anniversary of Senator Marks' passing.

The community testimony portion of the Richmond Town Hall Meeting on Library issues concluded at 11:28am. Michael Housh, Commission Secretary 12/1/03

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, December 4, 2003
(As approved amended January 6, 2004)

The San Francisco Public Library Commission held its regular meeting on Thursday, December 4, 2003 in the Koret Auditorium, Main Library.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
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Steven A. Coulter
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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

President Higueras called the meeting to order at 4:04pm.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Higueras. Vice President Steiman and Commissioner Streets and Strobin were reported as excused attendance.

President Higueras noted that as the meeting would lose its quorum at 5pm he was reordering the agenda taking the first three items as planned and concluding if there was sufficient time remaining with Agenda item #7. Additionally, President Higueras reported that the scheduled December 18, 2003 regular meeting of the Library Commission had been cancelled and that the next regular meeting would be held on January 6, 2004.

AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANAGER'S REPORT (cont'd from Nov. 20, 2003)

Public comment on AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANAGER'S REPORT (cont'd from Nov. 20, 2003)

An anonymous member of the public expressed appreciation that opportunity was provided for public comment on this report, and asked if in fact the report had been completed? This person also commented on the lack of a list of the explanatory documents for this item listed on the November 20th Agenda and the lack of copies of the detailed slides of the Program Manager's Report usually provided. Mr. Peter Warfield noted that portions of the regular BLIP reports had been omitted. Mr. Warfield also expressed concern about potential toxics on the Ingleside Branch site and called attention to comment offered by a member of the Librarian's Guild urging that seismic safety concerns with the Richmond Branch be addressed without a delay.

Commission discussion of AGENDA ITEM #1 BRANCH LIBRARY BOND PROGRAM MANAGER'S REPORT (cont'd from Nov. 20, 2003)

President Higueras suggested that Mr. Warfield contact the Branch Library Improvement Program Manager for responses to his detailed questions regarding the aspects of projects referred to in the report.

AGENDA ITEM #2 PUBLIC COMMENT

An anonymous member of the public commented that this meeting's agenda was involved with matters left unresolved at previous meetings, noting loss of the Commission's quorum at two meetings in November. This person suggesting reviving committees that, having a lower quorum requirement, might be a better way to address pending business. This person expressed concern about a Commissioner's November 6th comment that this person's opposition (to the Library's Prop. 14 Applications) in Sacramento was mean spirited. Mr. Peter Warfield suggested that the Commission follow Roberts' Rules of Order and take up approval of its previous minutes before discussion of business items. Mr. Warfield expressed dismay that opportunity for multiple public comments on the Richmond Branch Renaming would not be allowed, and noted that the hyperlinks for some attached documents noted in the minutes on the Library's website were not functioning properly.

AGENDA ITEM #3 RICHMOND BRANCH LIBRARY NAMING

President Higueras reported that as the time available to address this agenda item was limited, and as only the minimum quorum of Commissioners were present, action on the recommendation to add Senator Marks name to that of the Richmond Branch Library would be continued to the next regular meeting. President Higueras noting the large number of members of the public wishing to offer comments and the limited time available set the time limit for comments at 2 minutes and noted that those offering comments could do so either at this meeting or when discussion of this agenda item was continued at the Commission's January 6th, 2004 regular meeting but not at both.

Public comment on AGENDA ITEM #3 RICHMOND BRANCH LIBRARY NAMING

Mr. David Marks, son of the late Senator Marks, observed that this meeting's date marked the 5th Anniversary of his Father's passing. Mr. Marks followed by a step by step discussion of how the each of the specific requirements of the Library's Facilities Naming Policy had been fully met by those proposing that Senator Marks name be added to that of the Richmond Branch Library. Father Twigg, Chaplain for the Police and Fire Departments, called attention to the late Senator Marks' many contributions and urged the Commissioners to approve the renaming as proposed. Ms. Pat Christensen, President of the Council of District Merchants, announced that by unanimous vote the Council had voted to support the proposed renaming. Ms. Christensen also called attention to the broad support for the renaming proposal in the Richmond District. Public Defender Jeff Adachi recommended that the Commissioners approve the proposed renaming of the Richmond Branch as an appropriate honor for the late Senator's service to the community. Mr. Bruce Oca, Richmond District disabled activist, spoke in support of the proposed renaming lauding Senator Marks lengthy and distinguished career of public service, especially in regard to promoting full access for the disabled. Mr. Oca noted the Senator's pioneering work was being continued by the renovations of the Richmond Branch making it fully accessible for all residents the first time. Mr. Dennis Kelly, President, United Educators of San Francisco and a representative for Richmond Democratic Club, called the Commissioners' attention to the San Francisco Labor Council, as well as the Teachers' Union's endorsement of the proposed renaming as well as that of the Richmond Democratic Club. Mr. Kelly noted that like the late Sally Brunn, Senator Marks had contributed greatly to the betterment of the community. Architect Robert Herman, a longtime admirer of Senator Marks, reminded the Commissioners of former San Francisco City Librarian, now State Librarian, Dr. Kevin Starr's letter in support of renaming the Richmond Branch in recognition of Senator Marks' leadership on behalf of libraries. Author Dr. John Wild noted as a writer concerned with issues facing the disabled and a lover of books, he found recognition of Senator Marks, a leader on behalf of both, particularly appropriate. Ms. Barbara Berman, Friends of the Library Board member and Richmond resident, reminded the Commissioners that Senator Marks had always been there when the libraries needed his help. 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Mr. John Rothman, former Chief of Staff to the late Senator Marks, recalled for the Commissioners Senator Marks' decades of legislative leadership in the State Assembly and Senate on behalf of libraries. Mr. Rothman noted that Senator Marks lived and worked his entire life near the Richmond Branch and recalled former Library Commission President Ed Bransten's comments that whenever the library needed help Senator Marks was there. Mr. Rothman noted Senator Marks' support made a difference and resulted in better libraries for all. Ms. Margaret Ames, Alamo School, recalled Senator Marks' dedication during his retirement to helping tutor students at her school and informed the Commissioners of her school's dedication of a memorial garden to honor Senator Marks. Ms. Jean Lynch commented that Senator Marks deserved such recognition for his reputation for integrity and involvement in countless community efforts such as the campaign to save St. Mary's Hospital. Ms. Julie Vieira, San Francisco Beautiful, urged the Commissioners to approve adding Senator Marks name to that of the Richmond Branch Library. Ms. Geraldine Rosa Parks recommended that the Commissioners weigh the issues and the extensive testimony in support, including that of the State Librarian, Dr. Starr, and approve the proposed renaming of the Richmond Branch Library. Ms. Parks noted that this rare honor was appropriate given Senator Marks inarguable record of achievement on behalf of the community.

With only minutes remaining before the loss of the meeting's quorum and with no additional speakers waiting, President Higueras continued additional public comment on this item until January 6, 2004.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

ACTION: 4-0 AYE (Bautista, Chin, Coulter, Higueras)

The meeting was adjourned at 5:03pm.

Michael Housh, Commission Secretary 12/15/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of December 4, 2003

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The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 4, 2003

Item 1:
Bond Program Manager's Report (Continued from November 20, 2003)

"I don't believe the program manager was finished with her report when we lost a quorum on this item.

If we look at the agenda of the November 20 meeting we find explanatory documents, but there are not explanatory documents on this agenda item.

A review of my documents from that meeting shows that we don't have a hard copy of the slides, and there are not minutes or tapes of that meeting, so it is difficult to remind ourselves of what the presentation was so that we can comment.

I can say that the documentation if this item is not just bad with respect to this discussion, but has been disintegrating over the past several months.

In the interest of time, I will cutoff my comments there."

Minutes of the regular Commission Meeting of December 4, 2003

Appendix A

Library Commission meeting of December 4, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 4, 2003

Item 2:
Public Comment

"Taking this item in a timely way does show respect for the public's right to public comment.

This agenda includes an item continued from November 20, the approval of the minutes of November 4, and October 16, and that item necessitates a discussion of the minutes that were approved then of September 18. This is due to the fact that this commission untimely lost a quorum on both November 6 and November 20. This leads to increasing difficulty in attempting to make sense of the proceedings of this commission, and places a burden on public awareness.

I would suggest a committee structure that only involves the necessity of a quorum of a subcommittee.

There were comments made that described testimony at a Sacramento bond hearing as 'mean-spirited.' The speaker suggested that someone should do something about it. This was rather ambiguous, but the comments of 'who shall rid us of this troublesome priest' were ambiguous also."

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Library Commission meeting of December 4, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 4, 2003

Item 3:
Richmond Branch Library Naming

"The most interesting part of this hearing will be in January when you have kept track of the people who spoke here and bar those people from speaking. Presumably you have planned this very carefully with your deputy city attorney.

The naming of a branch library for an individual is very problematic. We have a Wall of Heroes to be considered later on this agenda. There are at least twenty-six people on the Wall of Heroes who would qualify under the same standard to have a branch named for them and we would have every branch named for an individual.

But the deepest concern is that if we used this criteria, every beloved local politician who is able to gather his personal network could bring that weight to bear in this way.

A share the admiration for Milton Marks, but the honor should be reserved."

D

Co

Memorandum

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Richmond Branch Naming in Memory of the late Senator Milton Marks
Date: December 1, 2003

The Library Commission is being asked to take action on the naming of the Richmond Branch Library in memory of the late Senator Milton Marks. I wanted to summarize the background of this request for the Commission and members of the public.

Background
In December 2001, I received a letter from State Librarian Dr. Kevin Starr outlining in detail the accomplishments of the late Senator Milton Marks and recommending that the Richmond Branch Library be named in memory of him. Although there had been informal discussion regarding this concept, this was the first official correspondence that I received on the matter.

On February 11, 2002, the Board of Supervisors passed the attached resolution "…..urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State". Over the last several years, the Library Commission has received over 20 letters and a petition with 22 names in support of the proposed renaming.

The renaming was officially discussed at the Library Commission on December 3, 2002. In accordance with the attached Library Facilities Naming Policy, the Library scheduled a public meeting in the Richmond neighborhood to obtain direct neighborhood testimony.

In cooperation with Supervisor Jake McGoldrick's office, the Library co-sponsored a Townhall meeting in District 1 on Saturday, October 25, 2003. Testimony was taken on the proposed renaming; and there were 26 speakers in support of the proposal and one against the proposal. Please see the attached meeting report.

Required action
The Library Facilities Naming Policy states that "…after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and, upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library…". The official name would be the Richmond – Senator Milton Marks Branch Library.

Library Facilities Naming Policy Policy #601

Section: Facilities

Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;

- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;

- the proposed honoree should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

[Renaming of Richmond Branch Library in honor of Milton Marks.]

Resolution urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State.

WHEREAS, Senator Milton Marks was a committed, warm, and endearing public servant who treated his constituents as real people and not simply as potential votes in a reelection effort; and

WHEREAS, Senator Marks was a third generation San Franciscan, having been born in the City in 1920, who graduated from Stanford University and served in the U.S. Army in the Philippines during World War II; and

WHEREAS, Senator Marks worked his way through law school after the war, taking evening classes and earning his law degree in 1949; and

WHEREAS, Senator Marks was first elected to the California Assembly in 1958, as a Republican, and was subsequently returned to the legislature until 1966; and

WHEREAS, Senator Marks was appointed in 1966 as a judge of the Municipal Court by Governor Edmund G. Brown, where he served with distinction; and

WHEREAS, Senator Marks returned to politics in 1967, running for and winning a seat in the California Senate where he served until his retirement in 1996, ending a 38-year career as a California lawmaker; and

WHEREAS, Senator Milton Marks consistently and tirelessly championed the cause of public libraries during his long and illustrious career in the California legislature, advocating

year after year for a statewide library bond act, slowly building support for this concept so that it was well accepted as a potential funding mechanism when the state economy improved and such a bond initiative became feasible; and

WHEREAS, the successful passage by the voters of state library bond initiatives can be largely attributed to the long years of advocacy in favor of such funding by Senator Marks; and

WHEREAS, it is the policy of the San Francisco Public Library that the name of an individual may be added to the geographic name of a specific library where there are compelling reasons making such an honor appropriate; and

WHEREAS, the policy in question states that the "person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership . . . to improve and benefit the library in substantial ways; and

WHEREAS, the Library's policy on such renaming specifies that the "naming of a library for a person is a rarity and that the dedication and service to the library [of the person so honored] is recognized as rare, unique and of the highest quality"; and

WHEREAS, such a name change request should reflect the spirit of the library's mission of free and equal access to information to all; and

WHEREAS, it is abundantly clear that the resolve and dedication of Senator Milton Marks to the cause of adequate financing for libraries in San Francisco and the rest of the state meet and exceed the criteria set out in the San Francisco Public Library's Branch Naming Policy; now, therefore, be it

RESOLVED, That the Board of Supervisors Urges the Library Commission to give full consideration to a request to rename the Richmond Branch Library as the Richmond – Senator Milton Marks Branch Library.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

REPORT ON THE OCTOBER 25, 2003 RICHMOND NEIGHBORHOOD COMMUNITY MEETING.

A community meeting called in accordance with requirements of the Library's Facilities Naming Policy was held at the Richmond Recreation Center on October 25, 2003 to gather direct neighborhood testimony on the proposed renaming of the Richmond Branch Library as the Richmond- Senator Milton Marks Branch Library.

The meeting was called to order at 10:15am by District 1 Supervisor Jake McGoldrick, who made a brief statement lauding the contributions of the late State Senator Milton Marks before introducing City Librarian Susan Hildreth. Ms. Hildreth welcomed the participants and informed them that the Library Commission would consider the proposed renaming at its December 4, 2003 regular meeting. The City Librarian then introduced Library Commission President Charles A. Higueras, A.I.A.. President Higueras presented a short overview of the Library Commission's policy concerning naming library facilities, emphasizing the very high standards required for someone to be honored with the addition of their name to that of a branch library and noting that the voice of the community would be given a critically important role in the Library Commission's deliberations concerning any change in the branch library's name.

PUBLIC TESTIMONY

Public testimony was offered in support of renaming the Richmond Branch Library by: Mr. David Heller, Geary Merchants Association; Mr. Walter Johnson, Secretary/Treasurer, San Francisco Labor Council; Mr. Bruce Oca, Richmond Neighborhood disabled activist; Father George Twigg, St. Anne's Home; San Francisco Ethics Commissioner Bob Planthold; Ms. Barbara Berman; and Mr. Jim Salinas.

Testifying in opposition was Ms. Nancy May, who preferred that branch libraries be identified only by their geographical name.

Additional testimony in support of renaming the Richmond Branch Library was offered by: Jack Anderson; Native American activist Nicki Arnold; Mr. Paul Kotec, who reported the Richmond Review's support for the renaming; Ms. Ernestine White; Ms. Jane McLaughlin; Rev. James Patt, Kimochi; Dr. William Jaffee; Dr. Stephen Louie, Asian Community Agency; Sonnie Merritt; former Supervisor John Bardis; Ms. Jean Lynch; Assemblyman Mark Leno; Mr. Peter Winkelstein; Ms. Michelle Jester; Ms. Alinda Simpson; Mr. Peter Warfield; Mr. Fred Sanchez, San Francisco Fire Department; Mr. Ben Gardiner, Past President Stonewall Gay Democratic Club; Mr. Rocha Conquilla, Richmond Community Association; and Mrs. Carolene Marks. Mrs. Marks noted that December 4th would be the 5th anniversary of Senator Marks' passing.

The community testimony portion of the Richmond Town Hall Meeting on Library issues concluded at 11:28am. Michael Housh, Commission Secretary 12/1/03

DOCUMENTS DEPT.

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Michael Housh
Commission Secretary

SPECIAL NOTICE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR THURSDAY, DECEMBER 18, 2003 HAS BEEN

CANCELED

THE NEXT REGULAR MEETING OF THE PUBLIC LIBRARY COMMISSION IS SCHEDULED FOR TUESDAY, JANUARY 6, 2004.

POSTED, DECEMBER 8, 2003